The Companion Guide to Family Tree Maker® 2012

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Family Tree Maker 2012 Platinum comes with Photo Explosion Album. If you're having difficulty using the program, go to <www.novadevelopment.com/support>.

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Introduction

Congratulations on selecting Family Tree Maker to discover and preserve your family's heritage. It's quick and easy to use for those just starting to research their family history, but it's also robust enough for the most serious genealogist. Use Family Tree Maker to store, display, and print any kind of family information you want—from names, birth dates, marriages, and deaths to priceless family stories, pictures, and audio/video files.

This guide is designed to help you learn Family Tree Maker 2012 quickly, leaving you more time to discover your family history. Even if you have never used a genealogy program before, you will find that the Family Tree Maker interface and options make it possible to keep track of even the most tangled of family trees.

This book is written with the novice computer user in mind. You will read about many of the useful features that the casual Family Tree Maker user never discovers, and you will be taken on a hands-on trip through the Family Tree Maker program. The many illustrations let you check your progress as you master each new feature or concept. Even if you are familiar with computers, though, you may have only recently been introduced to Family Tree Maker or simply want to know what great features you have not yet discovered in the program. This book offers you a step-by-step tour of the program and all that you can accomplish with it.

Before you begin entering your family's information, be sure to check out the "Family Tree Maker Basics" chapter. It will give you the basic skills you need to navigate through Family Tree Maker and will get you familiar with the software's interface.

What's New in 2012?

Sharing, organizing, and growing your family tree is easier with the new features in Family Tree Maker 2012.

- **TreeSync™.** Now you can work on your family tree anywhere with the new TreeSync feature. When you link your desktop and online trees together, you can update either tree and then synchronize those changes into the other tree—manually or automatically. All you need is an Internet connection. Access and update your tree wherever you are whether it's through Family Tree Maker, Ancestry.com, or your iPhone or iPad; share your tree with family and friends (they don't need software or a subscription!); and collaborate with the largest family history community in the world.
- **Easy-to-understand combined family view.** The family group view has a new "blended families" option that lets you display all of a couple's children in one location. An icon next to a child's name lets you see at a glance whether he or she is the child of the father, the mother, or both parents.
- **Simplified interface for new users.** When you install Family Tree Maker 2012, the software detects whether you are upgrading from a previous version of Family Tree Maker (version 16 or earlier). If you are, Family Tree Maker will display a simplified user interface that looks more like the older versions of Family Tree Maker.

- **Improved Smart Stories™.** When Family Tree Maker creates a Smart Story for you, the story now includes facts about the individual and his or her spouse and children.
- **New and improved reports.** Family Tree Maker has two new reports. The Notes Report lets you display person, research, relationship, or fact notes you've entered for individuals. The Index of Individuals Report lists every individual in your tree and their birth, marriage, and death dates. In addition, you can customize the descriptive fact sentences used in genealogy reports and Smart Stories.
- **New chart options.** The descendant chart has a new option that lets you show the relationship between two people you select. You can also display generation labels (such as parents, grandparents, and great-grandparents) in charts to highlight the relationship between the primary person in the chart and other family members. And you can now personalize charts by adding your own text.
- **New and updated tutorials.** Learn how to do more—like creating trees and using Ancestry.com features—with new and improved tutorials accessible in the software.

How the Guide Is Organized

As you read this book, you'll notice several features that provide you with useful information:

- **Tips** offer you timely hints about features and additional ways of performing tasks.
- **Notes** give you guidance on the best ways to complete tasks.

- **Sidebars** give you additional information on a variety of family history topics, such as maps and media items, that will enhance your ability to create a richer and more complete family tree.
- A **glossary** explains terms you might not be familiar with, such as technical computer terms (icon, URL), Family Tree Maker terms (family group view, Fastfields), and genealogy terms (GEDCOM, Ahnentafel).

If you still need help, a quick perusal of the Table of Contents should lead you right to the task you are trying to perform; if not, check the index in the back of the book.

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Chapter One
Installing Family Tree Maker

This chapter lists the system requirements for using the software, shows you how to install Family Tree Maker on your computer, and gives you a quick introduction on getting help as you're working in Family Tree Maker.

System Requirements

To use Family Tree Maker 2012, you'll need a computer that meets the following specifications. Keep in mind that the more family information you enter, the greater the amount of free hard drive space and available RAM you will need. If you plan to include many images or videos in your tree, you will need a substantial amount of hard drive space.

> Note: System configuration may require minor adjustments to the configurations of your operating system and/or updates to the hardware component drivers. As with all Windows programs, a faster processor, more RAM, and more free disk space enhances performance.

Recommended System Requirements

- Operating system: Microsoft Windows® XP SP2/Vista® (32-bit or 64-bit)/Windows® 7 (32-bit or 64-bit)
- Processor: 1GHz Intel Pentium® III (or equivalent)

- Hard disk space: 500MB for installation
- Memory: 1GB RAM
- Display: 1024x768 resolution monitor
- 32X CD drive (Required for installation. Some supplemental products require a DVD drive.)

All online features require Internet access. User is responsible for Internet Service Provider (ISP) account, all Internet access fees, and phone charges.

Minimum System Requirements

- Operating system: Microsoft Windows® XP SP2/Vista® (32-bit or 64-bit)
- Processor: 500MHz Intel Pentium® II (or equivalent)
- Hard disk space: 460MB for installation
- Memory: 512MB RAM
- Display: 800x600 resolution monitor
- 2X CD drive (required for installation)

Installing Family Tree Maker

To use Family Tree Maker, the program must be installed on your computer's hard drive; you cannot run it directly from the original CD. If you have an earlier version of Family Tree Maker installed on your hard drive, it will remain on your computer. The new one will not copy over the old one. While this installation process will not harm your existing Family Tree Maker files, it is always a good idea to keep a backup of your files in a different location, such as on a flash drive, CD, or DVD.

License Agreement

Please read the license agreement. You can view it during the software installation or at a later time. The *License* text file is located in the same folder on your hard drive where you installed Family Tree Maker.

Family Tree Maker utilizes an automated installation system built into the CD, making setup fast and easy.

1. Insert the Family Tree Maker installation disc into your computer's CD/DVD drive.
   - If the AutoPlay window opens, click **Run setup.exe**. (If the User Account Control window opens, click **Yes** to continue.)
   - If the installer doesn't start automatically, click the Windows **Start** button and select **Computer**. Double-click the icon for your CD/DVD drive. (If the User Account Control window opens, click **Yes** to continue.)
2. Follow the on-screen instructions to complete the installation.

   Note: If you experience any difficulties, please see the troubleshooting chapter.

Registering the Software

Before you create your first tree, take a minute to register the software. We offer registered users of Family Tree Maker the following special benefits: the powerful Family Tree Maker Web Search feature and the ability to merge Ancestry.com records into

your tree, discounts on future versions of Family Tree Maker, and notifications of updates.

Make sure your computer is connected to the Internet. From the **Help** menu, select **Register Family Tree Maker**. Then follow the on-screen instructions.

Activating an Ancestry.com Subscription

If you are already a member of Ancestry.com or if a trial membership came with your Family Tree Maker purchase, you can activate your subscription within the software. Once you've activated your account, you can use the Web Search feature to merge Ancestry.com records into your tree.

Make sure your computer is connected to the Internet. From the **Help** menu, select **Activate Ancestry Subscription**. Then follow the on-screen instructions.

Getting Help

Family Tree Maker has a built-in Help system and access to tutorials and online technical support. If you have questions about a software feature or simply want to learn more about the program, check out one of these Help resources. And don't forget to check out the troubleshooting chapter in this guide.

Tooltips

If you want to know the name of a button or find out its use, move the mouse over the button and its tooltip will appear.

Help Program

Family Tree Maker has a convenient, built-in Help program. At any time, you can access Help for the current window you are viewing or editing. You can also search the Help program by typing in a topic or phrase, then viewing and/or printing the resulting explanation.

Accessing the Help Program

From the **Help** menu, select **Help for Family Tree Maker**; or press the **F1** key (located at the top of your keyboard) and click the **Show** button. Family Tree Maker displays the Help window (fig. 1-1).

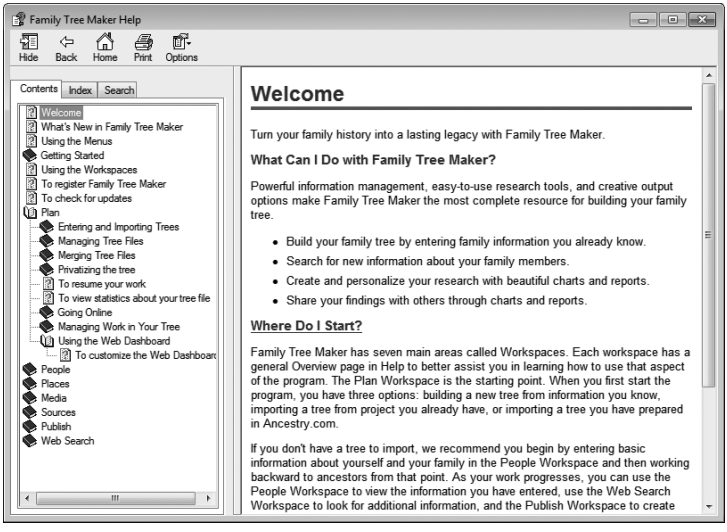

Family Tree Maker Help
Hide
Back
Home
Print
Options
Contents
Index
Search
Welcome
What's New in Family Tree Maker
Using the Menus
Getting Started
Using the Workspaces
To register Family Tree Maker
To check for updates
Plan
Entering and Importing Trees
Managing Tree Files
Merging Tree Files
Privatizing the tree
To resume your work
To view statistics about your tree file
Going Online
Managing Work in Your Tree
Using the Web Dashboard
To customize the Web Dashboard
People
Places
Media
Sources
Publish
Web Search
Welcome
Turn your family history into a lasting legacy with Family Tree Maker.
What Can I Do with Family Tree Maker?
Powerful information management, easy-to-use research tools, and creative output options make Family Tree Maker the most complete resource for building your family tree.
Build your family tree by entering family information you already know.
Search for new information about your family members.
Create and personalize your research with beautiful charts and reports.
Share your findings with others through charts and reports.
Where Do I Start?
Family Tree Maker has seven main areas called Workspaces. Each workspace has a general Overview page in Help to better assist you in learning how to use that aspect of the program. The Plan Workspace is the starting point. When you first start the program, you have three options: building a new tree from information you know, importing a tree from project you already have, or importing a tree you have prepared in Ancestry.com.
If you don't have a tree to import, we recommend you begin by entering basic information about yourself and your family in the People Workspace and then working backward to ancestors from that point. As your work progresses, you can use the People Workspace to view the information you have entered, use the Web Search Workspace to look for additional information, and the Publish Workspace to create

Figure 1-1. The Welcome window in the Help program.

- **Contents tab**—displays a list of Help topics arranged logically in chapters, like the table of contents of a book. Each chapter is identified by a book icon. You can double-click a book to see the contents of each chapter. For chapters with sub-chapters, double-click subsequent book icons (sub-chapters) until you funnel down to individual Help topics. Read individual Help topics by clicking on the topic you are interested in. The topic will be marked with a question mark in a square and will appear in the left panel of the dialog box.
- **Index tab**—works like a book index. Find the term you want and double-click it to see the corresponding Help topic.
- **Search tab**—lets you search for words or phrases that may be contained in a Help topic.

Searching in the Help Program

Click the **Search** tab and do the following:

- **Type the first few letters of the word you're looking for**—A field lets you enter the word, phrase, or topic you want to know more about. Many useful topic pages can be found by entering the keywords "adding," "creating," "displaying," "entering," "merging," and other action words.
- **Use the scroll bar to locate the index entry you want**—Once the keyword or phrase you're looking for is highlighted, click **Display**.

The Help page opens. If there is more than one choice for your entry, Family Tree Maker may display a second window. Simply make your selection and click **Display** again.

Navigating in the Help Program

The built-in Help program makes extensive use of links to take you to other related topic pages. These links are easily identified by their blue, underlined text. Simply click on any link to go to a new topic page. Once there, you can click **Back** to return to the previous page or click the Index tab to return to the Index. Use these options to move around within the Help program:

- **Hide/Show**—Click to return to the tab view of the Help window or vice versa.
- **Back**—Click to move back through the series of Help pages you have navigated using the blue, underlined text links. When you get back to your original Help page, this option will be grayed out and unavailable.
- **Forward**—After using the Back button, click to move forward through the help items from which you backtracked.
- **Print**—Click to print the currently selected Help page. A print dialog box will be displayed from which you can select any available options, then print the page to keep for future reference.
- **Options button**—Click to display a sub-menu of additional options, such as "Search Highlight On," which you can use to highlight search terms on a Help page.

Tutorials

Family Tree Maker includes a variety of tutorials that illustrate and explain how to use Family Tree Maker (fig. 1-2). With these tutorials—available directly from your software—you will quickly learn how to organize, research, and share your family history.

Figure 1-2. Tutorials in Family Tree Maker.

1. From the **Help** menu, select **Training Tutorials**. The tutorial player opens. On the left side of the window, you'll see a list of topics you can choose from.
2. Click a topic to launch the tutorial.

Ancestry.com Blog

The Ancestry.com blog <blogs.ancestry.com> contains the latest company news, information about searching for your ancestors, tips on using Family Tree Maker, and more. Want to know when the next webinar is? Interested in seeing which databases were just released? Check the blog. And don't forget to leave your own comments and questions.

Companion Guide

This *Companion Guide* can be viewed as a PDF on your computer. To access the guide, select **Companion Guide** from the **Help** menu. If you are not able to view the PDF, you may need to install Adobe Reader, which is available as a free download from the Adobe website <www.adobe.com>.

Contacting Technical Support

Family Tree Maker includes an Online Help Center that is a resource for answers to technical problems or customer service questions. You'll find easy-to-understand articles, tips, step-by-step instructions, and tools for using Family Tree Maker. To access the Help Center, select **Online Help Center** from the **Help** menu or go to <www.familytreemaker.com/support>.

If you are still having difficulties with the software, you can call 1-800-ANCESTRY (1-800-262-3787) to talk to our experienced support staff—available Monday through Friday from 10 am to 10 pm (EST) and Saturday and Sunday from 10 am to 6 pm. You can also email your questions to support@ancestry.com.

Chapter Two
Family Tree Maker Basics

Family Tree Maker makes it easy—and enjoyable—for almost anyone to discover their family history and gather it into one convenient location. And whether you're interested in printing family charts to share at a reunion, looking for a centralized location for storing your family photos and records, or setting out to collect every fact and story about your ancestors, Family Tree Maker is the program to help you do it all.

This chapter will give you the basic skills and knowledge you need to launch the program and navigate around the software. Let's get started.

Opening and Closing Family Tree Maker

To open the program double-click the **Family Tree Maker 2012** icon on your computer desktop or click the Windows **Start** button and select **All Programs>Family Tree Maker 2012>Family Tree Maker 2012**.

When you are finished working in your tree, you can close the program. Remember, there's no need to save your tree—Family Tree Maker automatically saves changes as you make them. To close the program click **File>Exit** or click the **Close** button (**X**) in the upper-right corner of the window.

The Family Tree Maker Interface

To use any computer program effectively, the first step is to understand its unique interface and tools. You will immediately recognize many common features available in Family Tree Maker. However, there are some unique toolbars, menus, and windows you'll want to learn how to use and navigate. Once you understand the software's basic structure, you can confidently begin building your tree.

Toolbars

The main toolbar in Family Tree Maker (fig. 2-1), located at the very top of the window, is designed to provide quick navigation to various workspaces—groupings of the most important features in the software. To access a workspace, click its corresponding button on the main toolbar. For example, click the Media button to go to the Media workspace.

Figure 2-1. The main Family Tree Maker toolbar.

Menus and Keyboard Shortcuts

Family Tree Maker menus work like any other computer program. Simply click a menu name to display its options; then, click the option you want to use. Some menu options have keyboard shortcuts that allow you to access features without using the mouse; they are displayed next to a menu option's name.

Workspaces Overview

Family Tree Maker is organized so that you can quickly locate and use all its important features, which are grouped together in workspaces. Each workspace has a slightly different appearance and

purpose, but generally, they all contain the same features, such as toolbars and tabs.

The Plan Workspace

The Plan workspace is the "control center" where you manage all of your family trees. Every time you open Family Tree Maker, this workspace will be displayed. On the New Tree tab (fig. 2-2) you can start a new tree, import an existing file, or download your Member Tree from Ancestry.com.

The Plan workspace also contains the Web Dashboard, which connects to Ancestry.com so you can take advantage of the website's valuable resources without ever leaving the software. You can access your Ancestry account information and Member Trees, get notification of new email messages, view Member Connect activity, and read a live news feed.

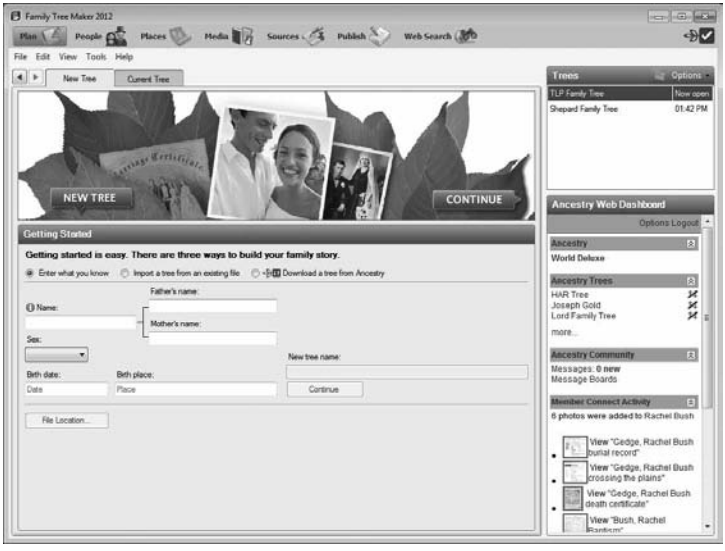


Figure 2-2. The New Tree tab on the Plan workspace.

What Is Member Connect?

Member Connect helps you stay in touch with others who are researching your ancestors. Ancestry.com scans public Member Trees and notifies you when there's activity around records you've saved or commented on. You can also contact other members and be notified when they add content to their public trees.

The Current Tree tab on the Plan workspace (fig. 2-3) lets you view details about the tree you're currently working in, manage your research to-do list, and upload your tree to Ancestry.com. If you've linked your desktop tree to an online tree, you can also manage how often the trees are synced.

Figure 2-3. The Current Tree tab on the Plan workspace.

The People Workspace

The People workspace is where you enter information about individuals and families in your tree—and where you will spend most of your time in Family Tree Maker.

The Family tab (fig. 2-4) provides a comprehensive view of your tree. You can see several generations of your family at once and easily navigate to each member of your family. Because you will use this tab often, its various sections will be explained in detail.

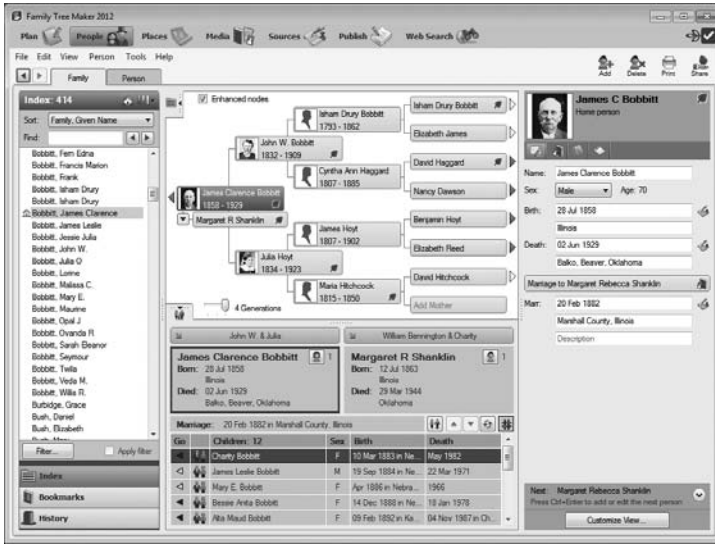


Figure 2-4. The Family tab on the People workspace.

The Pedigree View

The pedigree view (see fig. 2-5 on the next page) helps you navigate through your family tree as well as enter new individuals. The highlighted person on the left side of the tree is the current "root" individual. "Root" simply means that this person's information and

family is being displayed. To the right of the root individual you can see his or her ancestors branching out. You can click the **Enhanced nodes** checkbox to display portraits and life spans for each individual.

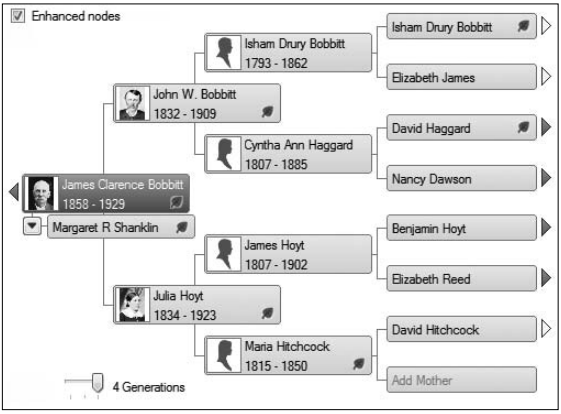


Figure 2-5. The pedigree view on the People workspace.

These buttons will help you navigate in the pedigree view:

Solid right arrow. This arrow indicates that the individual has parents (ancestors) who are not being displayed. Click this arrow to view additional generations.

White arrow. This arrow indicates that no parents (ancestors) have been entered for the individual.

Solid left arrow. This arrow appears to the left of the current root individual and indicates that he or she has children (descendants).

Left arrow. When you move your mouse over an individual's name, Family Tree Maker displays this arrow and the person's

birth and death information. Click this arrow to move the individual to the root position of the pedigree view.

Down arrow. This arrow indicates that an individual has children (descendants). Click this arrow to see his or her children.

Note: If the individual has more than one spouse, the drop-down list displays only children from the individual's preferred marriage.

The Family Group View

The family group view (fig. 2-6), lets you enter a spouse and children for the current (root) individual. Click the "parents" button above an individual to display his or her parents and siblings.

John W. & Julia
William Bennington & Charity
James Clarence Bobbitt
Born: 28 Jul 1858
Illinois
Died: 02 Jun 1929
Balko, Beaver, Oklahoma
Margaret R Shanklin
Born: 12 Jul 1863
Illinois
Died: 29 Mar 1944
Oklahoma
Marriage: 20 Feb 1882 in Marshall County, Illinois
Go
Children: 12
Sex
Birth
Death
Charity Bobbitt F 10 Mar 1883 in Nebraska May 1982
James Leslie Bobbitt M 19 Sep 1884 in Nebraska 22 Mar 1971
Mary E. Bobbitt F Apr 1886 in Nebraska 1966
Bessie Anita Bobbitt F 14 Dec 1888 in Nebras... 18 Jan 1978
Alta Maud Bobbitt F 09 Feb 1892 in Kansas 04 Nov 1987 in Cherok...
Veda M. Bobbitt F 17 Jun 1895 04 Feb 1896

Figure 2-6. The family group view on the People workspace.

The Index

The Index (see fig. 2-7 on the next page) lists all the individuals in your tree. It's one of the easiest ways to access the individual you want to focus on. To access the information for a specific individual, click on his or her name in the Index. If you can't see the person you want, use the scroll bar to move up and down the list, or type a name in the Find field to jump to a particular person.

The house icon next to a name indicates the individual who is the home or primary person in the tree. (You'll learn more about the home person in chapter 3.)

To make it easier to locate individuals, you can change how the Index sorts names using the **Sort** drop-down list. You can add birth, marriage, or death dates by clicking the **Show additional data** button.

You can also limit the Index so it displays only certain individuals. Simply click the **Filter** button and choose a specific family line, an individual's descendants, or a group of your choice. Click the **Bookmarks** button to see a list of individuals you have specifically bookmarked, or click the **History** button to see the individuals you have most recently added or edited.

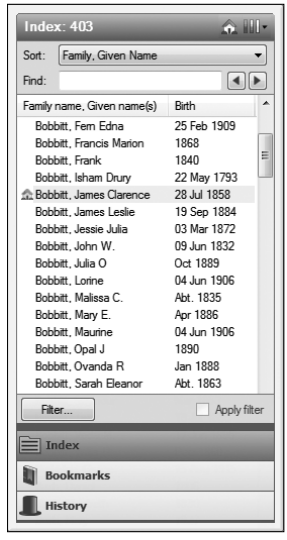

Index: 403
Sort: Family, Given Name
Find:
Family name, Given name(s) Birth
Bobbitt, Fern Edna 25 Feb 1909
Bobbitt, Francis Marion 1868
Bobbitt, Frank 1840
Bobbitt, Isham Drury 22 May 1793
Bobbitt, James Clarence 28 Jul 1858
Bobbitt, James Leslie 19 Sep 1884
Bobbitt, Jessie Julia 03 Mar 1872
Bobbitt, John W. 09 Jun 1832
Bobbitt, Julia O Oct 1889
Bobbitt, Lorine 04 Jun 1906
Bobbitt, Malissa C. Abt. 1835
Bobbitt, Mary E. Apr 1886
Bobbitt, Maurine 04 Jun 1906
Bobbitt, Opal J 1890
Bobbitt, Ovanda R Jan 1888
Bobbitt, Sarah Eleanor Abt. 1863
Filter...
Apply filter
Index
Bookmarks
History

Figure 2-7. The Index.

Figure 2-8. The editing panel.

The Editing Panel

The editing panel (fig. 2-8) is where you enter basic information about an individual, such as birth, marriage, and death dates and places. The toolbar buttons let you display media items, notes, and tasks associated with the individual.

The Person Tab

The Person tab on the People workspace (fig. 2-9) lets you add facts, media items, and notes for an individual. You can also view a timeline for an individual and their relationships to other family members.

Figure 2-9. The Person tab on the People workspace.

The Places Workspace

The Places workspace (fig. 2-10) helps you view the locations you've entered for events and individuals—and gives you the opportunity to view online maps of them, too. The Places panel on the left side shows every location you've entered in your tree. When you click on a place, it will be displayed in the map at the center of the workspace. The details panel on the right side shows the individuals who have life events associated with the location. You can also view locations as a migration path.

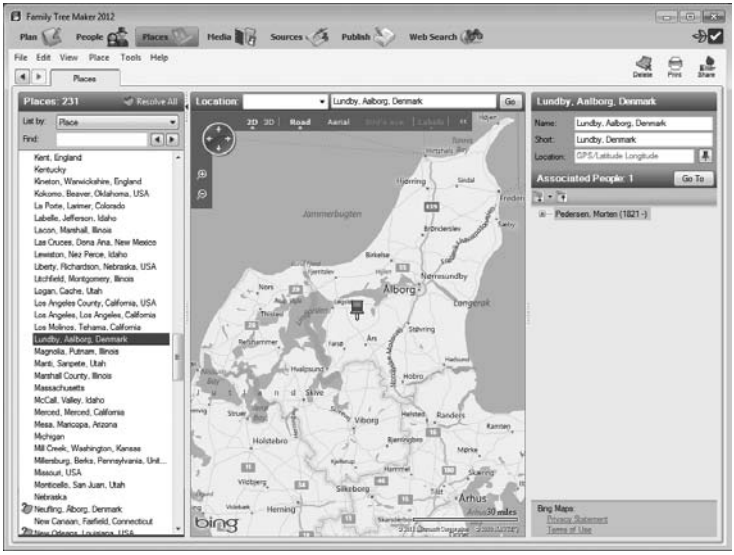


Figure 2-10. The Places workspace.

The Media Workspace

The Media workspace acts as a storage space where you keep your photos, audio recordings, movies, family documents, records, and more. On the Media Collection tab (fig. 2-11) you can view thumbnails of your media items and enter information about them. On the Media Detail tab you can add notes for an item and link them to individuals and sources.

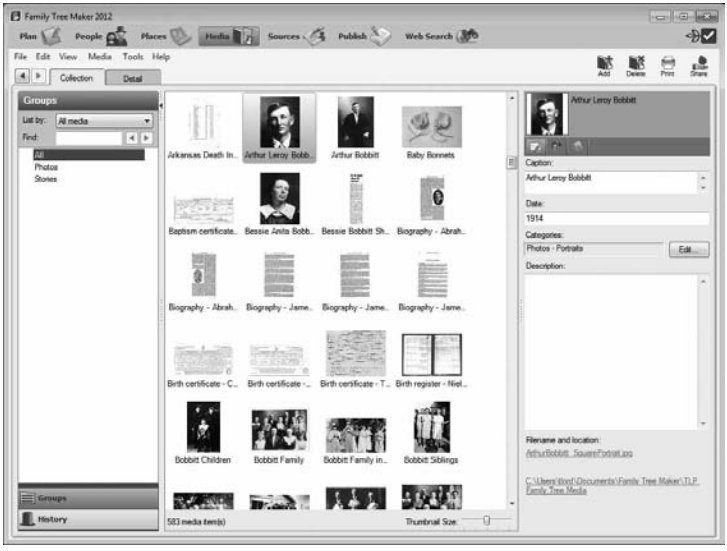


Figure 2-11. The Collection tab on the Media workspace.

The Sources Workspace

The Sources workspace (fig. 2-12) organizes all your sources and source citations. The Source Groups panel lets you sort your sources by people, source titles, and repositories, and the sources display area shows which citations have been entered for a specific source. At the bottom of the window you'll see various tabs that show the individuals linked to a source citation and let you store related notes and media items. In the Source Citation Information panel, you can enter or update specific source citations.

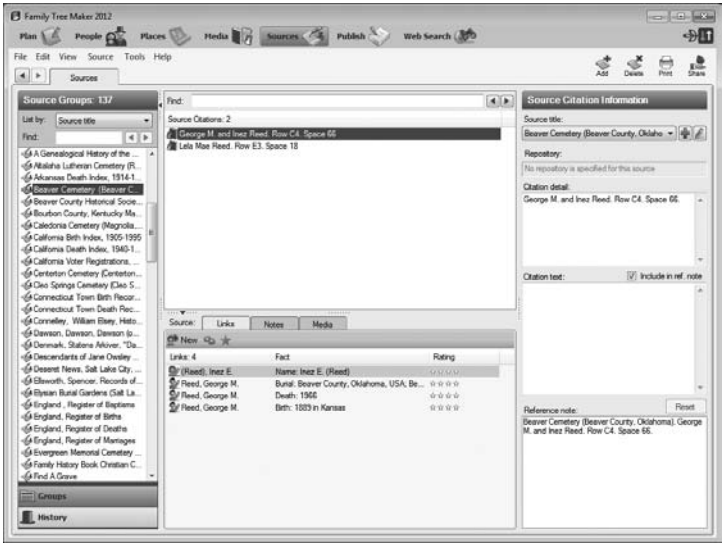


Figure 2-12. The Sources workspace.

The Publish Workspace

The Publish workspace offers a variety of charts and reports that you can view, print, and share. You also have the option to create family history books. The Publish Collection tab (fig. 2-13) shows the types of charts and reports that are available and an explanation of each.

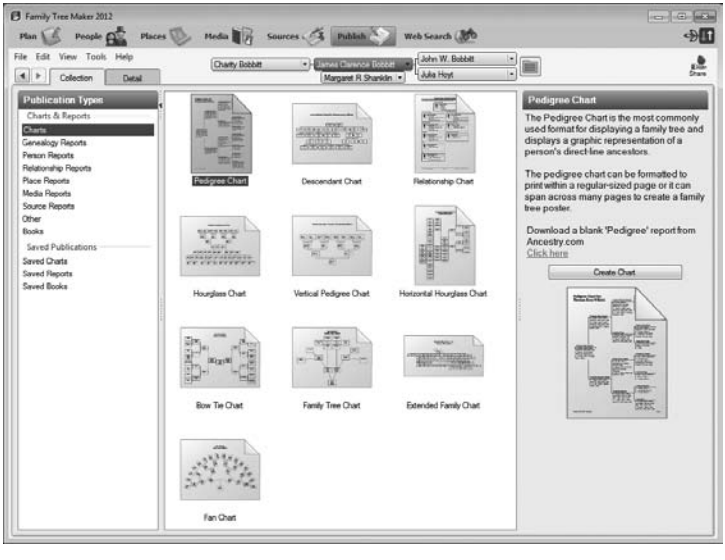


Figure 2-13. The Collection tab on the Publish workspace.

The Publish Detail tab has a display area, where you can preview a chart and any changes you've made to it. The editing panel lets you customize the chart by determining its content and format.

The Web Search Workspace

The Web Search workspace (fig. 2-14) lets you search the millions of records on Ancestry.com to find more information about your ancestors—all without leaving Family Tree Maker. You can also search other websites and easily download your discoveries into your tree.

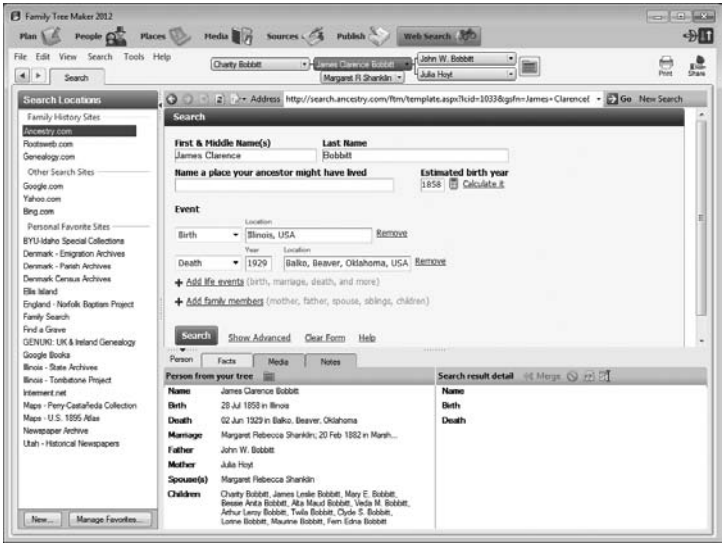


Figure 2-14. The Web Search workspace.

Chapter Three
Creating a Tree

Before You Begin

This chapter assumes that you have installed Family Tree Maker on your computer and have read chapters 1 and 2. Once you've learned a few of the basic Family Tree Maker features, you're ready to create your first tree. Make sure you have some family information to enter or have a file, such as a GEDCOM or Ancestry.com tree, ready to use.

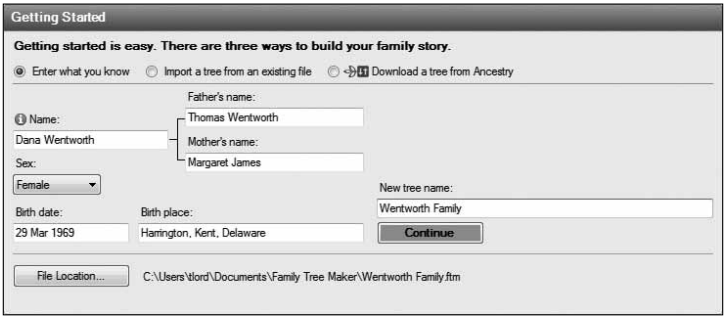
Creating a Tree

A tree in Family Tree Maker is the file where you gather and enter all your family data and information. Whether you're a first-time user or you have family trees you've worked on for years, Family Tree Maker makes it easy to get started. If you have received a family history file from another family member or researcher, you can import the file, creating a new tree. You can then begin adding your own information. You can also create a tree by entering a few quick facts about an individual or by downloading a tree you've created on Ancestry.com.

Entering Your Information from Scratch

If this is your first time working on a family tree, you'll want to use this option. Enter a few brief facts about you and your parents, and you're on your way.

1. Click the **Plan** button on the main toolbar to open the Plan workspace.
2. On the New Tree tab, click **Enter what you know**.



3. Type your name in the **Name** field and choose your gender from the drop-down list. You can also enter your birth date and place and your parents' names.
4. Enter a name for the tree in the **New tree name** field.
5. By default, your tree will be saved to a Family Tree Maker folder located in your documents folder. If you want to save the file to another location, click **File Location** and choose a new location for your tree.

   Note: You cannot save the tree to a floppy disk or CD—your tree must be on your hard drive while you're working on it. But, you can keep a backup of your tree on a removable drive or CD.

6. Click **Continue**. The tree opens to the People workspace, where you can start entering your family information.

How Many Trees Should You Create?

When most beginners create a family tree, their first question is, "Should I create one large, all-inclusive tree or several small trees, one for each family?" The truth is, there is no right answer. Here are some things to consider as you decide how you want to organize your trees.

The advantages to having one large tree are pretty obvious. One computer file is easier to keep track of than many files—one file to enter your information in, one file to back up, one file to share. You also won't have to duplicate your efforts by entering some data, sources, and media items in multiple files.

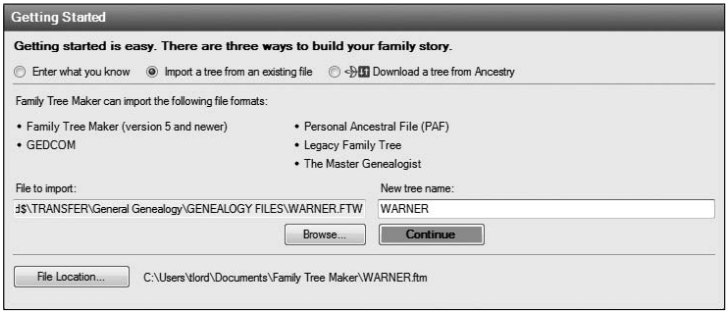
Multiple trees can be useful too. The more trees you have, the smaller the files will typically be. If you have concerns about your computer's performance or have storage issues, smaller files might work best for you. Smaller files also make it easier to collaborate with other family members; you can send them only the family lines they're interested in.

Regardless of which way you choose to organize your trees initially, don't feel like you're stuck with a permanent decision. The flexible nature of Family Tree Maker lets you merge multiple files at any time; you can even export parts of your tree to create a brand new file.

Importing a Tree

If you already have a file you've created or received from another family member, you can import it. You can import files from previous versions of Family Tree Maker, GEDCOM (GEnealogical Data COMmunications format) files, FamilySearch™ Personal Ancestral Files (PAFs), *Legacy Family Tree* files, and *The Master Genealogist* files.

1. If you haven't already, copy the tree you want to import to your computer's hard drive.
2. Click the **Plan** button on the main toolbar to open the Plan workspace.
3. On the **New Tree** tab, click **Import a tree from an existing file**.
4. Click **Browse** to locate the file you want to import.


Getting Started
Getting started is easy. There are three ways to build your family story.
Enter what you know
Import a tree from an existing file
Download a tree from Ancestry
Family Tree Maker can import the following file formats:
• Family Tree Maker (version 5 and newer)
• GEDCOM
• Personal Ancestral File (PAF)
• Legacy Family Tree
• The Master Genealogist
File to import:
d$\TRANSFER\General Genealogy\GENEALOGY FILES\WARNER.FTW
New tree name:
WARNER
Browse...
Continue
File Location...
C:\Users\tlord\Documents\Family Tree Maker\WARNER.ftm

5. By default, your tree will be saved to a Family Tree Maker folder located in your documents folder. If you want to save the file to another location, click **File Location** and choose a new location for your tree.
6. If necessary, change the file's name in the **New tree name** field.
7. Click **Continue**. After the tree is imported, you'll see the Import Complete window, which shows statistics for the new tree, including the number of individuals, families, and sources that were imported.
8. Click **Close**. The tree opens to the People workspace. You can start entering your family information and facts.

Downloading an Ancestry.com Family Tree

If you've created a tree on Ancestry.com, you don't need to start over in Family Tree Maker; you can download the tree to your desktop. It will include all the facts, sources, and images you have manually attached to individuals.

> Note: To download an Ancestry tree, you must be the tree's owner; even if you have been invited to view or share a tree, you will not be able to download it. If you do find a tree you want to download but don't have rights to it, consider using the Ancestry Connection Service to politely request that the owner download a GEDCOM for you.

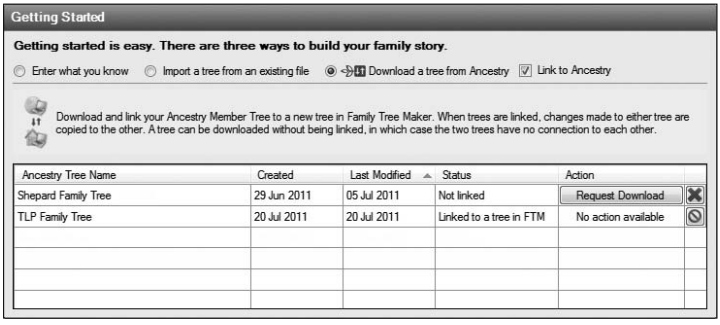
Downloading and Linking a Tree in Family Tree Maker

When you download a tree from Ancestry.com, you can create a link between your online Ancestry tree and its corresponding tree on your desktop. This means that additions, deletions, or edits you make in your Family Tree Maker tree will be duplicated in your Ancestry tree (and vice versa). (For more information see "Working with Linked Trees".)

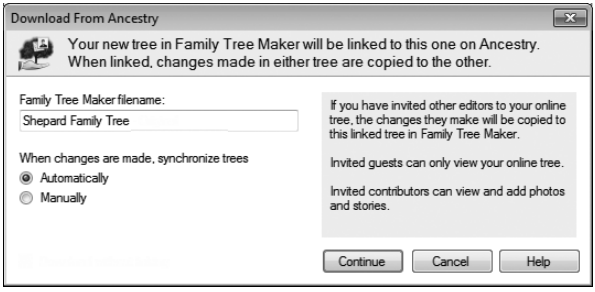
> Note: When you download and link a tree in Family Tree Maker, you must create a new tree; you cannot merge the information with another tree.

1. Make sure you are logged in to your Ancestry.com account (if necessary click the login link in the Web Dashboard on the Plan workspace).

2. Go to the **New Tree** tab on the Plan workspace and click **Download a tree from Ancestry**. Make sure the Link to Ancestry checkbox is selected. A list of your trees appears.


Getting Started
Getting started is easy. There are three ways to build your family story.
Enter what you know
Import a tree from an existing file
Download a tree from Ancestry
Link to Ancestry
Download and link your Ancestry Member Tree to a new tree in Family Tree Maker. When trees are linked, changes made to either tree are copied to the other. A tree can be downloaded without being linked, in which case the two trees have no connection to each other.
Ancestry Tree Name
Created
Last Modified
Status
Action
Shepard Family Tree
29 Jun 2011
05 Jul 2011
Not linked
Request Download
TLP Family Tree
20 Jul 2011
20 Jul 2011
Linked to a tree in FTM
No action available

3. Click the **Request Download** button next to the appropriate tree. The Download from Ancestry window opens.


Download From Ancestry
Your new tree in Family Tree Maker will be linked to this one on Ancestry.
When linked, changes made in either tree are copied to the other.
Family Tree Maker filename:
Shepard Family Tree
When changes are made, synchronize trees
Automatically
Manually
If you have invited other editors to your online tree, the changes they make will be copied to this linked tree in Family Tree Maker.
Invited guests can only view your online tree.
Invited contributors can view and add photos and stories.
Continue
Cancel
Help

4. If you want to change the name of the tree, enter the new name in the **Family Tree Maker filename** field.
5. Choose whether your online and desktop trees will be synced manually or automatically. (For more information on synchronization options see "Setting Up Syncing".)

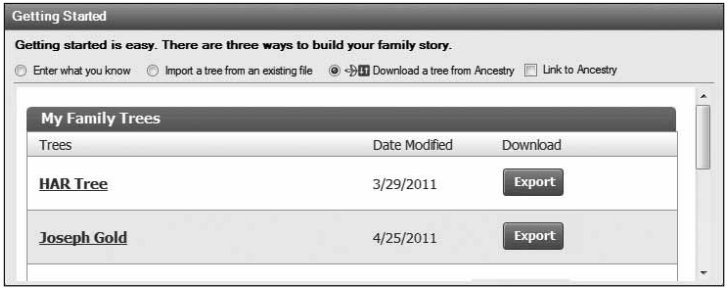
Note: The first time you download an Ancestry tree, you'll be prompted to identify the type of Internet connection you are using. This lets Family Tree Maker optimize the speed at which your computer transmits data.

6. Click **Continue**. While the tree is being downloaded, you'll see the Sync Progress window. A message lets you know when your tree has been uploaded successfully. Click **Close**.

Downloading a Tree to Family Tree Maker Without Linking

You may want to download your tree from Ancestry.com without creating a link between it and your desktop Family Tree Maker tree. You can use the information to create a new tree or merge it with another one of your trees.

1. Make sure you are logged in to your Ancestry.com account (if necessary click the login link in the Web Dashboard on the Plan workspace).
2. Go to the **New Tree** tab on the Plan workspace and click **Download a tree from Ancestry**. Make sure the Link to Ancestry checkbox is *not* selected. A list of your trees appears.



3. Click the **Export** button next to the appropriate tree.

   Note: The first time you download an Ancestry tree, you'll be prompted to identify the type of Internet connection you are using. This lets Family Tree Maker optimize the speed at which your computer transmits data.

4. Click **Download to Family Tree Maker**. A message asks whether you want to merge the Ancestry tree with an existing tree or create a new one.

5. Click **Import** to save the file as a new tree; click **Merge** to merge the file with an existing tree.

   If you import the tree, you will be prompted to enter a name for the tree and save it; if you merge the file with an existing tree, the Merge Wizard will open and guide you through merging the trees. A message tells you when the process is complete.

Choosing a Primary or "Home" Person

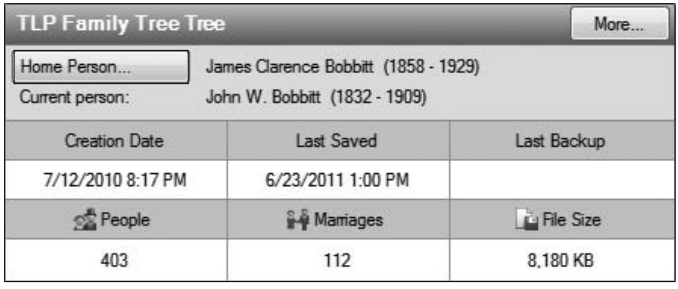
Each tree you create will have a primary person or "home" person. By default, the home person is the first person you entered in your tree. If you're creating a tree based on your family, the home person will most likely be you. However, the home person can be anyone in your tree. Having a home person makes it easy to navigate within your tree. If you get lost in a maze of ancestors simply click the "Go to Home Person" button on the Index, and you'll know right where you are again.

Occasionally, you may want to switch the home person of your tree. For example, if you're working on a specific family line, you may want to make someone in that ancestral line the home person.

There are several ways to assign a new home person. This section explains the two techniques you'll most likely use.

Changing the Home Person on the Plan Workspace

1. Click the **Plan** button on the main toolbar and then click the **Current Tree** tab. At the top of the window, you'll see the name of the home person.
2. Hover over "Home Person" and click the button appears.

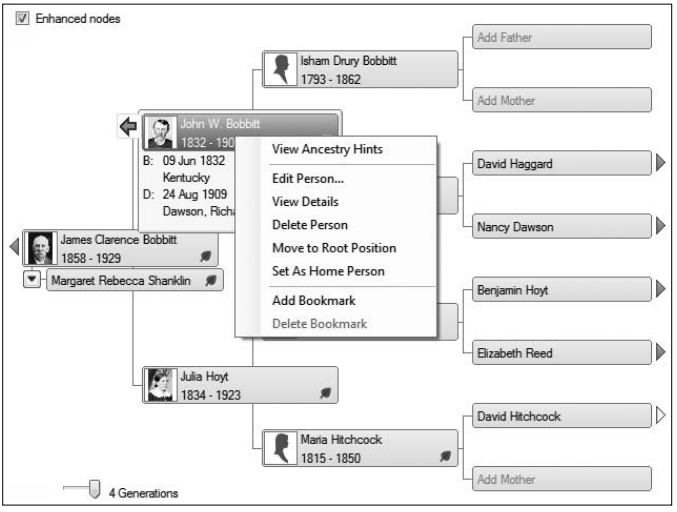


3. In the Index of Individuals window, click the name of the individual you want to be the home person and click **OK**. This individual becomes the new home person and remains the home person until you manually select a new one.

Changing the Home Person on the People Workspace

1. Click the **People** button on the main toolbar and then click the **Family** tab.

2. Find the appropriate person in the pedigree view or Index; then right-click the individual and click **Set As Home Person**.



This individual becomes the new home person and remains the home person until you manually select a new one.

Part Two

Building a Tree

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Chapter Four
Entering Family Information

Much of your time using Family Tree Maker will be spent entering the names, dates, and events that you have uncovered about your family. As you begin building your tree, the best strategy is to start with what you know—basic details about you, your spouse, your children, and your parents. As you continue, your focus will then turn to your ancestral lines, such as your grandparents and great-grandparents.

When you've finished entering the basic birth, marriage, and death information for your family, you can expand your tree by adding details about their marriages, immigration stories, medical histories, and more.

Entering Basic Information for an Individual

On the Family tab in the People workspace, you'll begin by entering basic details about an individual in your tree, including birth and death dates.

1. Click the **People** button on the main toolbar to open the People workspace.

2. Click an individual's name in the Index or pedigree view. The individual's name and gender will be displayed in the editing panel. You'll enter a few basic facts here.
3. In the editing panel, enter a date in the **Birth Date** field.

Entering Names

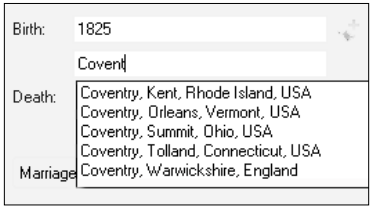
When entering names in Family Tree Maker, there are some formatting practices that will keep your names consistent and your tree organized.

Be sure to use a maiden name for a female (her last name before she was married). This practice helps you avoid confusing an individual with another person in your tree and makes it easier to trace her family.

You might encounter instances where the surname (last name) is not a single word. This is especially true with European names. You will need to identify the surname in Family Tree Maker with backslashes (\). Otherwise, Family Tree Maker will read only the last word as the surname. Here are some examples:

George \de la Vergne\ Teresa \Garcia Ramirez\

4. Next, click the **Birth Place** field and type the name of the individual's birthplace.



Note: As you enter a place name, you'll notice that possible matches appear in a list. To use a suggested location, click it in the list. To ignore the suggestion, simply continue typing.

Entering Locations

Recording locations accurately and completely is an important part of organizing your family history. Generally, when entering a place, you will record the location from the smallest to largest division. For example, in the United States, you would enter city or town, county, state, country (Haddam, Washington, Kansas, United States). For foreign locations, you would enter city or town, parish or district, province or county, country (Witton, Aston, Warwickshire, England).

To help you enter locations quickly and consistently, Family Tree Maker has a locations database that includes more than 3 million place names. When you begin typing a location in your tree, Family Tree Maker checks the name against the database and suggests possible matches. You can select a location from the list or continue typing to add your own place name.

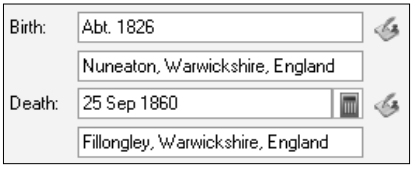
5. If you know an individual's death date and place, enter this information.

   You can now continue by adding marriage facts, entering additional family members, entering facts for the individual, or even attaching photographs.

Adding a Spouse

1. Click **Add Spouse** in the pedigree view or the family group view. In the field that appears, enter the spouse's name (first name, middle name, and last name) and click **OK**. Don't forget to use maiden names for the females in your family.

2. Choose a gender from the drop-down list and click **OK**. The spouse is now the focus of the pedigree view and editing panel.
3. Enter any basic facts (such as birth and death) you have for the individual.



Entering Dates

Family Tree Maker automatically converts dates to the standard format used by most genealogists: date, month, year. For example, 26 Sept 1961. Usually, Family Tree Maker can figure out dates no matter how you enter them. If it cannot understand the date you enter, you will see a message that asks for clarification. Simply retype the date in the standard format.

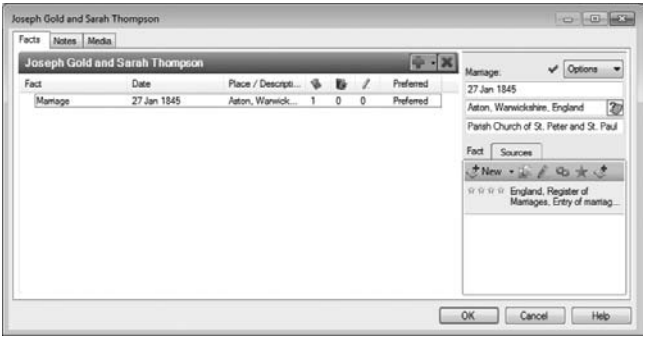
If you don't know the date for an event, you can leave the Date field blank or type "Unknown". If you have an approximate date, you can indicate this by typing "About 1920" or "Abt. 1920".

Entering Details About a Relationship

After you've entered a spouse for an individual, you'll want to include any additional information you have about the couple. You can entered shared facts (such as marriage or divorce), notes, and media items (such as wedding photos).

1. Go to the **Family** tab on the People workspace and select the appropriate individual.
2. If you want to enter a marriage date and place, simply enter the information in the appropriate fields.

3. If you want to enter additional information for the couple, click the **Marriage to** button. The relationship window opens.



4. Click the **Facts** tab to enter facts; click the **Notes** tab to enter notes; click the **Media** tab to add photos, documents, or stories.

Adding a Child to a Family

1. In the family group view, click **Add Child**. In the field that appears, enter the child's name (first name, middle name, and last name) and click **OK**.

Note: Family Tree Maker assumes that the child has the same surname as the father and automatically fills in the surname for you. You can ignore the suggested name by typing over it.

2. In the editing panel, choose a gender and enter any birth and death information you have for the individual.

   If you enter more children than will fit in the family group view, a scroll bar will appear and you can navigate to children not visible on the window. You can also see the total number of children entered for a couple by looking at the number to the right of the "Children" heading in the family group view.

Changing the Display Order of Children

You can change the display order of children in a family: maybe you're working on a particular individual and you want him or her to be at the top of the list, or perhaps you always want your direct ancestor to be displayed at the top of the list regardless of his or her birth order.

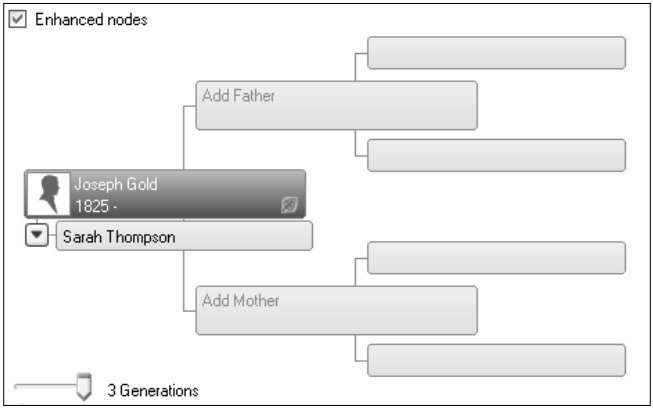
1. Go to the **Family** tab on the People workspace and select the appropriate family.
2. Click the child's name in the family group view.

3. Do one of these options:
   - Click the **Move child up** and **Move child down** buttons to move a child to a specific place in the order.
   - Click the **Sort** button to display the children in their birth order.

Adding Parents

In addition to entering information about your immediate family, you can add multiple generations of a family—grandparents, great-grandparents, aunts and uncles, and so on.

1. Go to the **Family** tab on the People workspace. In the Index or pedigree view, click the name of the individual you want to add a father or mother to.
2. Click **Add Father** or **Add Mother** in the pedigree view.



3. Enter the parent's name (first name, middle name, and last name). Don't forget to use maiden names for the females in your family.
4. In the editing panel, choose a gender and enter any birth and death information you have for the individual.

Adding More Details

So far, you've only entered general family relationships in the People workspace on the Family tab. You might have noticed that the People workspace contains another tab, the Person tab. You can use this tab to enter, edit, and delete additional facts about an individual.

Adding a Fact

In addition to events such as birth and death, you can add many facts you've learned about an individual. Some examples include christenings, education, immigration, and occupations.

> Note: For each fact you'll want to record the "source" of the information. A source is any material where you find information related to the fact or event, such as a book, database, or person. For more information see chapter 5.

1. Go to the **Person** tab on the People workspace and select the appropriate individual.
2. Click the **Facts** button. The information you've already entered for the individual appears in the Individual and Shared Facts section.

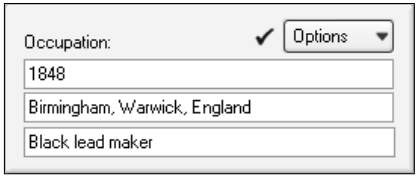
3. Right-click the workspace and select **Add Fact**, or click the **Add fact** (+) button in the toolbar. The Add Fact window opens.

4. Choose a fact from the list and click **OK**.

   Note: If the fact you want to use is not in the list (for example, college graduation), you can add it by clicking the **New** button in the Add Fact window. Family Tree Maker then adds the new fact to the list for future use.

   Notice that the editing panel on the right-hand side of the window displays the appropriate fields for the fact.

5. Complete the **Date**, **Place**, and **Description** fields as necessary.



   Note: Don't forget to add a source for the fact. For instructions see "Creating Sources."

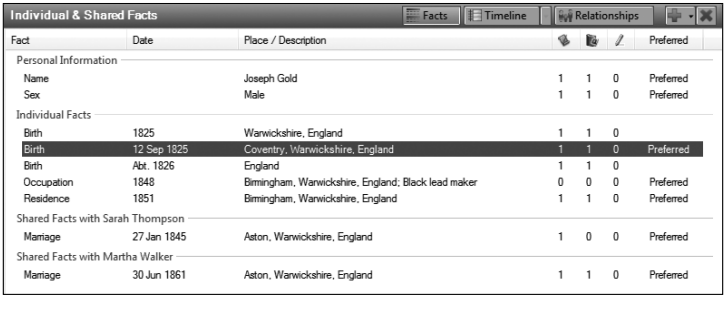
Commonly Used Facts

In addition to birth, marriage, and death facts, here are some facts you will probably encounter as you record your family history:

- **Address.** Addresses can be useful for recording the contact information of living relatives or for recording the area where an ancestor was known to have lived.
- **Also Known As.** If an individual was known by a nickname rather than his or her given name, you'll want to record this name in order to distinguish the individual from others in your tree.
- **Cause of Death.** Knowing your family's health history may help you prevent and treat illnesses that run in family lines. You can record an individual's cause of death or enter any details you feel are important about the individual's medical history, from long-term illness to simple things such as "suffers from allergies."
- **Christening.** Birth records are not always available for individuals in your tree; therefore, christening records become useful because they may be the earliest available information you can find for an ancestor.
- **Emigration/Immigration.** Emigration and immigration records are the first step in finding your ancestors in their homeland. Use these facts to record dates, ports of departure and arrival, and even ship names.
- **Physical Description.** Although not necessarily beneficial to your research, a physical description of an ancestor can be a fascinating addition to any family history.
- **Title.** If an individual has a title, such as Captain, as part of his or her name, you'll want to record this information in order to distinguish the individual from others in your tree.

Adding Alternate Facts

As you're recording details about an individual, you may discover that you have conflicting information about the same life event, such as two different birth dates. When you have multiple facts for the same event, one fact will be "preferred," and the other facts will be "alternates." In figure 4-1 the birth has one preferred fact and two alternate facts.



Fact	Date	Place / Description				Preferred
Personal Information						
Name		Joseph Gold	1	1	0	Preferred
Sex		Male	1	1	0	Preferred
Individual Facts						
Birth	1825	Warwickshire, England	1	1	0	
Birth	12 Sep 1825	Coventry, Warwickshire, England	1	1	0	Preferred
Birth	Abt. 1826	England	1	1	0	
Occupation	1848	Birmingham, Warwickshire, England; Black lead maker	0	0	0	Preferred
Residence	1851	Birmingham, Warwickshire, England	1	1	0	Preferred
Shared Facts with Sarah Thompson						
Marriage	27 Jan 1845	Aston, Warwickshire, England	1	0	0	Preferred
Shared Facts with Martha Walker						
Marriage	30 Jun 1861	Aston, Warwickshire, England	1	1	0	Preferred

Figure 4-1. Alternate facts on the Person tab.

> Note: An alternate fact doesn't have to include conflicting information. For example, you may have three Address facts for an individual, all of which are correct.

Choosing a Preferred Fact

If you enter multiple facts for the same event, you will have to choose a preferred fact. Typically, this is the fact that you believe to be most accurate or complete. Once you mark a fact as preferred, it will be the default fact displayed in the various views, charts, and reports.

1. Go to the **Person** tab on the People workspace and select the appropriate individual.

2. Click the **Facts** button; then click the fact you want to be the preferred fact.
3. In the editing panel, click the **Options** button and choose **Preferred** from the drop-down list.

The Preferred column in the Individual and Shared Facts section now shows the fact as preferred.

Tip: You can also set a preferred fact by right-clicking the fact and choosing **Set As Preferred** from the drop-down list.

Making a Fact Private

You may enter facts about an individual that you do not want to share with other family members or researchers. If you make a fact "private," you can choose whether or not to include the information in reports or when you export a tree.

1. Go to the **Person** tab on the People workspace and select the appropriate individual.

2. Click the **Facts** button; then click the fact you want to be private.
3. In the editing panel, click the **Options** button and choose **Mark as Private** from the drop-down list.

Now a lock icon appears next to the fact in the Individual and Shared Facts section (fig. 4-2).

Individual Facts

	Address	1851	Little Ann, Birmingham, England
	Baptism	12 Sep 1825	Coventry, Warwickshire, England
	Birth	Abt. 1826	Coventry, Warwick, England
🔒	Religion	1865	Warwickshire, England; Methodist
	Residence	1845	Fillongley, Warwick, England

Figure 4-2. A lock icon indicates that a fact is private.

Adding a Note for an Individual

You may have family stories, legends, or research resources that you want to refer to occasionally. Family Tree Maker lets you enter this detailed information in notes—up to 1MB of space, or about 200 printed pages, per note.

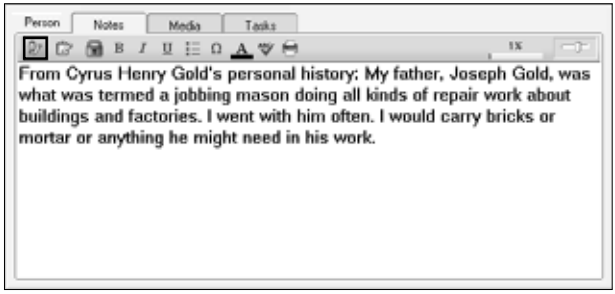
> Tip: If you are entering notes from another document on your computer, you can "copy and paste" so you don't have to retype existing text.

Entering a Personal Note

Personal notes might be as simple as a physical description of an individual or as lengthy as a transcript of an interview with your grandmother.

> Note: You should *not* record source information on the Notes tab; if you do, the information won't be included in source reports.

1. Go to the **Person** tab on the People workspace and select the appropriate individual.
2. Click the **Notes** tab at the bottom of the Person tab. Then click the **Person note** button in the Notes toolbar.

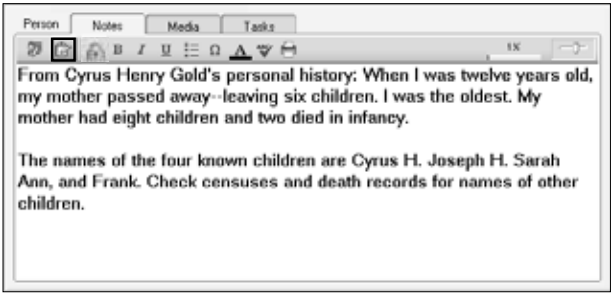

Person
Notes
Media
Tasks
From Cyrus Henry Gold's personal history: My father, Joseph Gold, was what was termed a jobbing mason doing all kinds of repair work about buildings and factories. I went with him often. I would carry bricks or mortar or anything he might need in his work.

3. Place the cursor in the notes area and enter the text you want to include for the individual. If a word doesn't fit at the end of a line, Family Tree Maker automatically moves it to the beginning of the next line. You should press **Enter** only when you reach the end of a paragraph.

Entering a Research Note

Many times when you find a record or learn a new fact about someone in your tree, you will discover clues that can help you learn more about your family. You can create research notes to remind you of the next steps you want to take.

1. Go to the **Person** tab on the People workspace and select the appropriate individual.
2. Click the **Notes** tab at the bottom of the Person tab; then click the **Research note** button in the Notes toolbar.


Person
Notes
Media
Tasks
From Cyrus Henry Gold's personal history: When I was twelve years old, my mother passed away···leaving six children. I was the oldest. My mother had eight children and two died in infancy.
The names of the four known children are Cyrus H. Joseph H. Sarah Ann, and Frank. Check censuses and death records for names of other children.

3. Place the cursor in the notes area and enter the text you want to include for the individual.

Changing a Note's Display Size

You can resize your notes to make the text larger and easier to read or make the text smaller to fit more words on the tab. Simply drag the slider on the right side of the notes toolbar to make the text larger

or smaller (fig. 4-3). When you resize a note, it changes the display only; it does not affect permanent settings or the print size of a note.

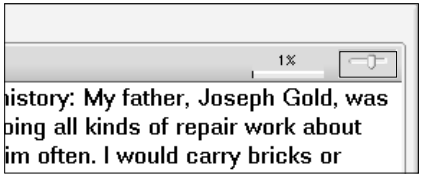


Figure 4-3. A slider on the Notes tab lets you resize the text.

Making a Note Private

You may have information about an individual that you do not want to share with other family members or researchers. If you make a note private, you can choose whether or not you want to include it in reports or when you export your tree.

After entering a note, click the **Toggle private** button. You can tell the note has been marked as private because the lock icon will have a yellow box around it (fig. 4-4).

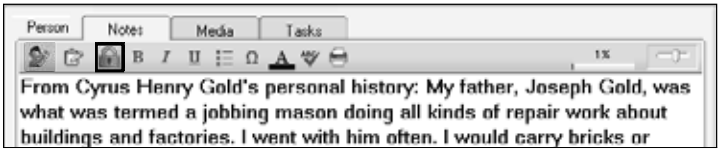

Person
Notes
Media
Tasks
1%
From Cyrus Henry Gold's personal history: My father, Joseph Gold, was
what was termed a jobbing mason doing all kinds of repair work about
buildings and factories. I went with him often. I would carry bricks or

Figure 4-4. A note that has been marked as private.

Printing a Note

To print an individual note, click the printer icon on the Notes toolbar. Select your printing options and click **OK**.

> Note: You can also create a report of any notes you've entered in your tree. Go to the Publish workspace and choose **Person Reports**. Then double-click **Notes Report**.

Working with Relationships

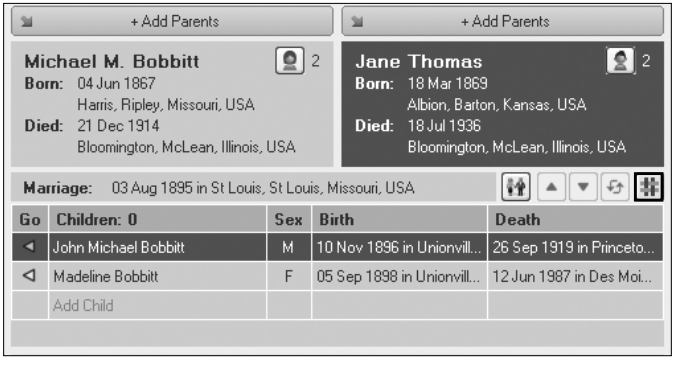
As you dig deeper into your family history you will discover individuals who marry multiple times, divorces, adoptions, and other special situations. Family Tree Maker can handle all different types of relationships.

Using the Combined Family View

The family group view on the People workspace displays a couple and their mutual children. You can change this view so it displays all children associated with the couple, including children from previous marriages and relationships.

> Note: When you display a "blended family" in the family group view, you cannot change the sort order of the children; they will be listed chronologically by birth order.

1. Go to the **Family** tab on the People workspace and select the appropriate family.
2. Click the **Show blended families** button in the family group view.



The combined family group view now displays the children for both individuals. An icon to the left of the child's name indicates whether he or she is the child of the father, the mother, or both parents.

Go		Children: 0	Sex	Birth	Death
◁		John Michael Bobbitt	M	10 Nov 1896 in Uni...	26 Sep 1919 in Prin...
◁		Madeline Bobbitt	F	05 Sep 1898 in Uni...	12 Jun 1987 in Des...
◁		Steven Bobbitt	M	17 Jan 1889 in Rav...	02 May 1960 in St ...
◁		Lawrence Bobbitt	M	30 Oct 1892 in Rav...	09 Jul 1978 in Davi...
◁		Ann Bobbitt	F	04 Apr 1893 in Rav...	04 Apr 1893 in Rav...
◁		Nathan Ransom	M		

3. To return to the traditional family group view, simply click the **Show blended families** button again.

Viewing an Individual's Family Relationships

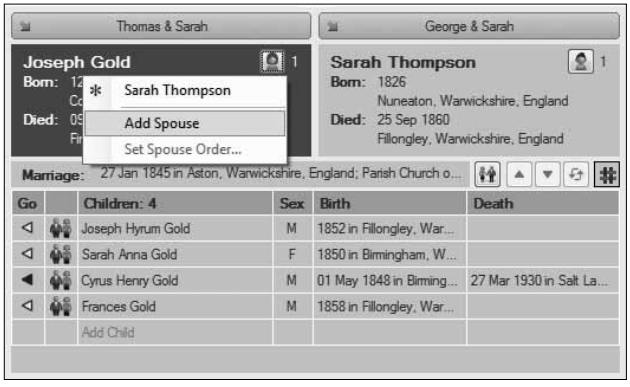
You can see all the members of an individual's family at a glance—spouses, children, parents, and siblings.

1. Go to the **Person** tab on the People workspace and select the appropriate individual.
2. Click the **Relationships** button. You can now see parents, siblings, spouses, and children entered for the individual.

Adding Additional Spouses

If an individual in your family has been married more than once, you can enter the additional spouse and any marriage information.

1. Go to the **Family** tab on the People workspace and select the appropriate individual.
2. In the family group view, click the **Choose spouse** icon next to the individual. From the drop-down list, you have the choice of accessing the information for an existing spouse or creating information for a new spouse.



3. Choose **Add Spouse** from the drop-down list.
4. Enter the name of the new spouse and click **OK**. Family Tree Maker displays a new family group view—this time with the new spouse.
5. To view the first spouse again, click the **Choose spouse** icon and choose his or her name from the drop-down list.

Choosing a "Preferred" Spouse

If you enter more than one spouse for an individual, you need to indicate who is the preferred spouse. (Usually this is the spouse whose children are in your direct family line.) The preferred spouse will become the default spouse displayed in the family group view, pedigree view, and charts and reports.

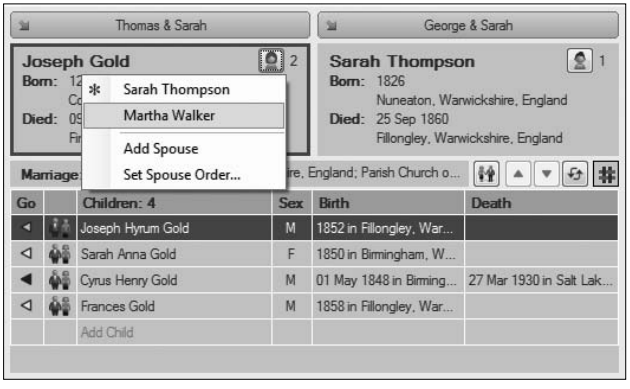
1. Go to the **Family** tab on the People workspace and select the appropriate individual.
2. Click the **Person** tab and then click the **Relationships** button. You should see two names listed under the Spouses heading.

3. Click the name of the individual you want to make the preferred spouse. Then, in the editing panel, click the **Preferred spouse** checkbox.

Switching Between Multiple Spouses

You can view the information and children of only one spouse at a time, so you may need to switch between multiple spouses when you want to work with a specific family. You will also need to change spouses if you want to add information about that particular marriage.

1. Go to the **Family** tab on the People workspace and select the appropriate individual.
2. In the family group view, click the **Choose spouse** button next to the individual. From the drop-down list, choose the spouse you want to view.



The family group view now displays the individual and the alternate spouse you have selected. After making any necessary edits to this alternate spouse, click the **Choose spouse** button again to select the original spouse.

Choosing a Type of Relationship for a Couple

You can choose what type of relationship a couple has with each other (e.g., partner, friend, spouse).

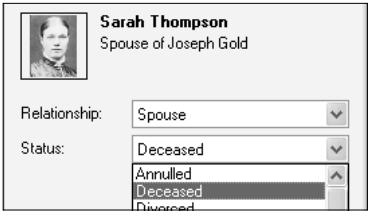
1. Go to the **Family** tab on the People workspace and select the appropriate couple.
2. Click the **Person** tab and then click the **Relationships** button.
3. Click the spouse's name. Then, in the editing panel, choose a relationship type from the **Relationship** drop-down list.

Choosing a Status for a Couple's Relationship

The status of a couple's relationship will default to "Ongoing." If necessary, you can change this status. For example, if a couple gets a divorce, you can indicate this with their relationship status.

1. Go to the **Family** tab on the People workspace and select the appropriate couple.
2. Click the **Person** tab and then click the **Relationships** button.

3. Click the spouse's name. Then, in the editing panel, choose a status from the **Status** drop-down list.



Choosing a Relationship Between Parents and a Child

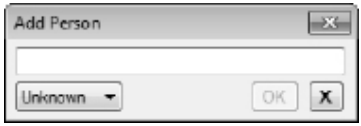
You can indicate a child's relationship to each of his or her parents (e.g., biological, adopted, foster).

1. Go to the **Family** tab on the People workspace and select the appropriate individual.
2. Click the **Person** tab and then click the **Relationships** button.
3. Click the father's or mother's name. Then, in the editing panel, choose a relationship from the **Relationship** drop-down list.

Adding an Unrelated Individual

During your family research, you might discover a person who you think is related to your family, but you have no proof. You will still want to add this person to your tree so you can keep track of his or her information. Family Tree Maker lets you add individuals without having to link them to other family members in your tree. And if you find out that they are part of your family, you can easily link them in.

1. Click the **People** button on the main toolbar.
2. Click **Person**>**Add Person**>**Add Unrelated Person**.
3. Enter the person's name (first, middle, and last). Then choose a gender from the drop-down list and click **OK**.



Viewing Timelines

Timelines can be a great tool to put the life of your ancestor in context—historical and otherwise. Family Tree Maker lets you view three timeline variations: events in an individual's life; events in an individual's life and important events in his or her immediate family (such as birth, marriage, and death); events in an individual's life and historical events.

Viewing an Individual's Timeline

You can view a timeline of all the events you've entered for an individual. Each life event is represented by a horizontal bar showing its date and location and the person's age at the time.

1. Go to the **Person** tab on the People workspace and select the appropriate person. Then click the **Timeline** button.

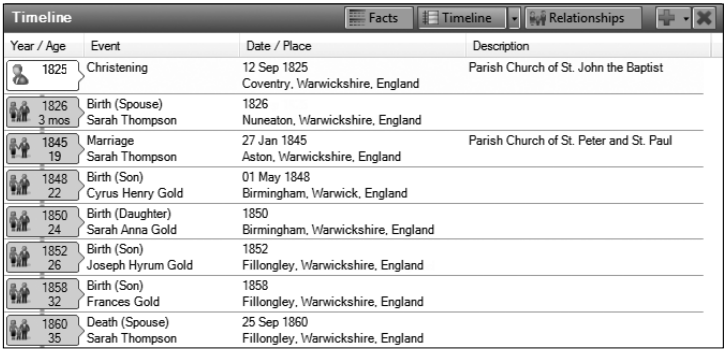
   A chronological list of events is displayed—along with the person's age at the time of each event.

Including Family Events in a Timeline

You can view an individual's life events shown side-by-side in a timeline with the births, marriages, and deaths of immediate family members—spouses, children, and parents.

1. To display the individual's life along with family events, click the down arrow next to the **Timeline** button and select **Show Family Events**.

Events in an individual's life are indicated by green markers, and events in his or her family's life are indicated by pink markers.



Year / Age	Event	Date / Place	Description
1825	Christening	12 Sep 1825 Coventry, Warwickshire, England	Parish Church of St. John the Baptist
1826 3 mos	Birth (Spouse) Sarah Thompson	1826 Nuneaton, Warwickshire, England	
1845 19	Marriage Sarah Thompson	27 Jan 1845 Aston, Warwickshire, England	Parish Church of St. Peter and St. Paul
1848 22	Birth (Son) Cyrus Henry Gold	01 May 1848 Birmingham, Warwick, England	
1850 24	Birth (Daughter) Sarah Anna Gold	1850 Birmingham, Warwickshire, England	
1852 26	Birth (Son) Joseph Hyrum Gold	1852 Fillongley, Warwickshire, England	
1858 32	Birth (Son) Frances Gold	1858 Fillongley, Warwickshire, England	
1860 35	Death (Spouse) Sarah Thompson	25 Sep 1860 Fillongley, Warwickshire, England	

2. To return to a timeline of just the individual's life, click the same arrow and deselect **Show Family Events**.

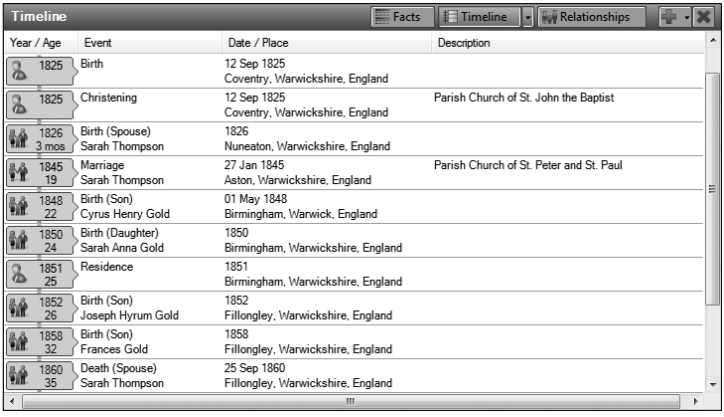
Including Historical Events in a Timeline

You can view an individual's life events in the context of significant historical events.

> Note: Family Tree Maker comes with a set of default historical events that you can edit, delete, and add to. To learn more see "Managing Historical Events."

1. To display the individual's life along with historical events, click the down arrow next to the **Timeline** button and select **Show Historical Events**.

Events in an individual's life are indicated by green markers, and historical events are indicated by yellow markers.

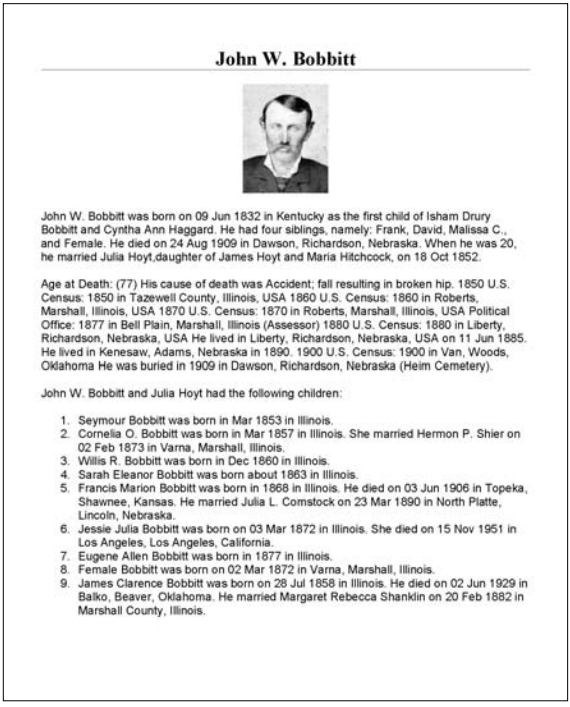


2. If you want to learn more about a historical event, click the event. A description appears on the right side of the window.
3. To return to a timeline of just the individual's life, click the same arrow and deselect **Show Historical Events**.

Creating Smart Stories™

Smart Stories is a tool that helps you quickly create stories about individuals and families utilizing the facts, notes, and media items you've already entered in your tree. And because Smart Stories text is linked to your tree you can edit a fact and the text in your story will be updated automatically. For example, if you find out that Grandpa's birth date is different than you thought, simply change it in your tree and the story you've created will be updated at the same time.

Family Tree Maker can automatically generate Smart Stories for an individual. The story will contain an image of the person (if you've assigned a portrait), info about the individual's immediate family (children, spouse(s), parents, and siblings), and life events in a narrative format (fig. 4-5).



John W. Bobbitt

John W. Bobbitt was born on 09 Jun 1832 in Kentucky as the first child of Isham Drury Bobbitt and Cyntha Ann Haggard. He had four siblings, namely: Frank, David, Malissa C., and Female. He died on 24 Aug 1909 in Dawson, Richardson, Nebraska. When he was 20, he married Julia Hoyt,daughter of James Hoyt and Maria Hitchcock, on 18 Oct 1852.

Age at Death: (77) His cause of death was Accident; fall resulting in broken hip. 1850 U.S. Census: 1850 in Tazewell County, Illinois, USA 1860 U.S. Census: 1860 in Roberts, Marshall, Illinois, USA 1870 U.S. Census: 1870 in Roberts, Marshall, Illinois, USA Political Office: 1877 in Bell Plain, Marshall, Illinois (Assessor) 1880 U.S. Census: 1880 in Liberty, Richardson, Nebraska, USA He lived in Liberty, Richardson, Nebraska, USA on 11 Jun 1885. He lived in Kenesaw, Adams, Nebraska in 1890. 1900 U.S. Census: 1900 in Van, Woods, Oklahoma He was buried in 1909 in Dawson, Richardson, Nebraska (Heim Cemetery).

John W. Bobbitt and Julia Hoyt had the following children:

1. Seymour Bobbitt was born in Mar 1853 in Illinois.
2. Cornelia O. Bobbitt was born in Mar 1857 in Illinois. She married Hermon P. Shier on 02 Feb 1873 in Varna, Marshall, Illinois.
3. Willis R. Bobbitt was born in Dec 1860 in Illinois.
4. Sarah Eleanor Bobbitt was born about 1863 in Illinois.
5. Francis Marion Bobbitt was born in 1868 in Illinois. He died on 03 Jun 1906 in Topeka, Shawnee, Kansas. He married Julia L. Comstock on 23 Mar 1890 in North Platte, Lincoln, Nebraska.
6. Jessie Julia Bobbitt was born on 03 Mar 1872 in Illinois. She died on 15 Nov 1951 in Los Angeles, Los Angeles, California.
7. Eugene Allen Bobbitt was born in 1877 in Illinois.
8. Female Bobbitt was born on 02 Mar 1872 in Varna, Marshall, Illinois.
9. James Clarence Bobbitt was born on 28 Jul 1858 in Illinois. He died on 02 Jun 1929 in Balko, Beaver, Oklahoma. He married Margaret Rebecca Shanklin on 20 Feb 1882 in Marshall County, Illinois.

Figure 4-5. A Smart Story created by Family Tree Maker.

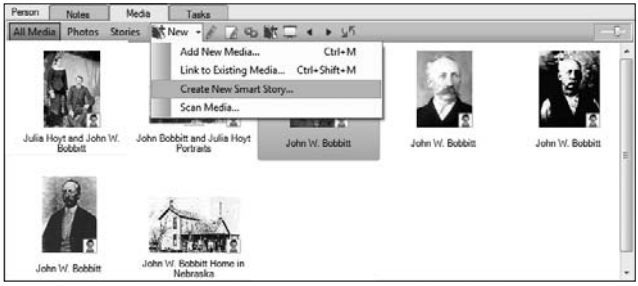
You can also create your own Smart Stories, starting with a blank page and adding your own images and text.

You can start and access Smart Stories in different places in the software: from an individual's Media tab and the Media workspace or from the Publish workspace. Both types of stories can be printed, exported, and included in family history books; however, if you upload your tree to Ancestry.com, only media Smart Stories will be included in the file.

Creating a Smart Story as a Media Item

Media Smart Stories are linked to specific individuals and can be uploaded to an Ancestry.com tree.

1. Select the individual you want to create a Smart Story for.
2. Do one of these options:
   - Go to the Person tab for an individual and click the **Media** tab at the bottom of the window. Click the **New** button and choose **Create New Smart Story** from the drop-down menu.

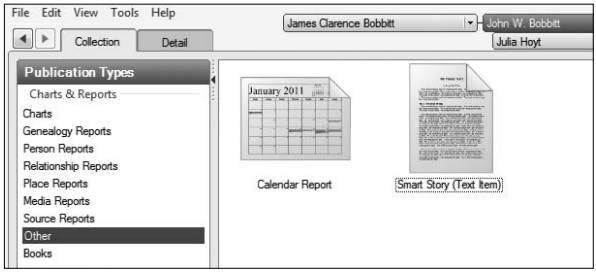


   - Go to the Media workspace. Then select **Media>Create a New Smart Story**.)
3. If you want Family Tree Maker to generate the story for you, click **Auto-populate Smart Story**. If you want to create your own story, click **Start with blank page**.
4. Click **OK**.

Creating a Smart Story as a Report

Publication Smart Stories (or reports) are linked to your tree and cannot be uploaded to an Ancestry.com tree.

1. Go to the **Collection** tab on the Publish workspace. In Publication Types, click **Other**.

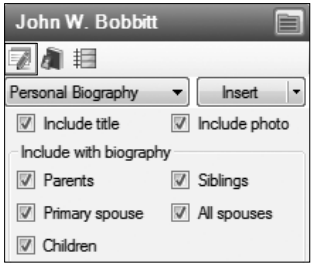


2. Double-click the **Smart Story** icon. The editor opens.

   Note: To access this Smart Story later, go to the Publish workspace and select **Saved Reports**.

Including a Short Biography in Smart Stories

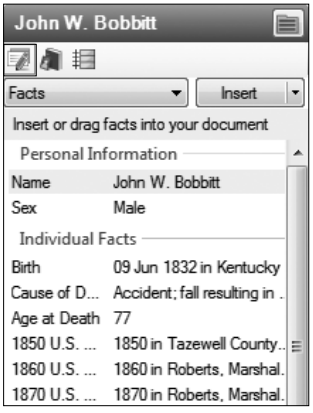
1. Place the cursor where you want to add a biography.
2. Click the **Facts** button on the Smart Stories toolbar. Then choose "Personal Biography" from the drop-down list.



3. By default a title, photo, and information about the individual's immediate family (children, spouse(s), parents, and siblings) will be included in the biography. Deselect the checkboxes next to items you don't want to include in the biography.
4. Click the **Insert** button.

Including Facts in Smart Stories

1. Place the cursor on the page where you want to add a fact.
2. Click the **Facts** button on the Smart Stories toolbar. Then choose "Facts" from the drop-down list.

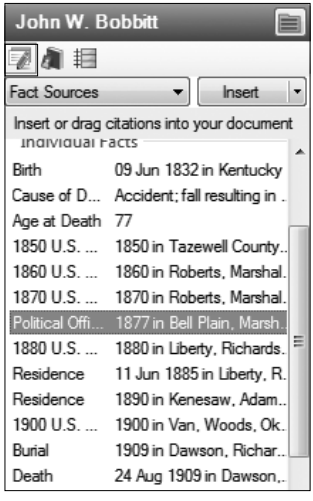

John W. Bobbitt
Facts
Insert
Insert or drag facts into your document
Personal Information
Name John W. Bobbitt
Sex Male
Individual Facts
Birth 09 Jun 1832 in Kentucky
Cause of D... Accident; fall resulting in .
Age at Death 77
1850 U.S. ... 1850 in Tazewell County..
1860 U.S. ... 1860 in Roberts, Marshal.
1870 U.S. ... 1870 in Roberts, Marshal.

3. Select the fact you want to add to your story. Below the fact, you'll see options of how the fact will be entered. You can choose to create a sentence or add specific details.
4. Drag the text to your document or click the **Insert** button.

   Note: If you want to include the facts, media items, or notes of another person in your tree, click the file folder icon in the top corner to display information about a different person.

Including Sources in Smart Stories

1. Place the cursor on the page where you want to add a source.
2. Click the **Facts** button on the Smart Stories toolbar. Then choose "Fact Sources" from the drop-down list.
3. Click the fact that has the source you want to add to your story. Below you'll see any associated source citations. If more than one source citation exists for a fact, you can choose it from a drop-down list.

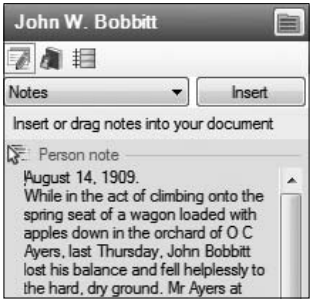

John W. Bobbitt
Fact Sources
Insert
Insert or drag citations into your document
Individual Facts
Birth 09 Jun 1832 in Kentucky
Cause of D... Accident; fall resulting in .
Age at Death 77
1850 U.S. ... 1850 in Tazewell County..
1860 U.S. ... 1860 in Roberts, Marshal..
1870 U.S. ... 1870 in Roberts, Marshal..
Political Offi... 1877 in Bell Plain, Marsh..
1880 U.S. ... 1880 in Liberty, Richards..
Residence 11 Jun 1885 in Liberty, R..
Residence 1890 in Kenesaw, Adam..
1900 U.S. ... 1900 in Van, Woods, Ok..
Burial 1909 in Dawson, Richar..
Death 24 Aug 1909 in Dawson,..

4. Drag the text to your document or click the **Insert** button.

Including Person Notes in Smart Stories

1. Place the cursor on the page where you want to add notes you've entered for an individual.

2. Click the **Facts** button on the Smart Stories toolbar. Then choose "Notes" from the drop-down list.


John W. Bobbitt
Notes
Insert
Insert or drag notes into your document
Person note
August 14, 1909.
While in the act of climbing onto the spring seat of a wagon loaded with apples down in the orchard of O C Ayers, last Thursday, John Bobbitt lost his balance and fell helplessly to the hard, dry ground. Mr Ayers at

3. Drag the text to your document or click the **Insert** button.

Including Images in Smart Stories

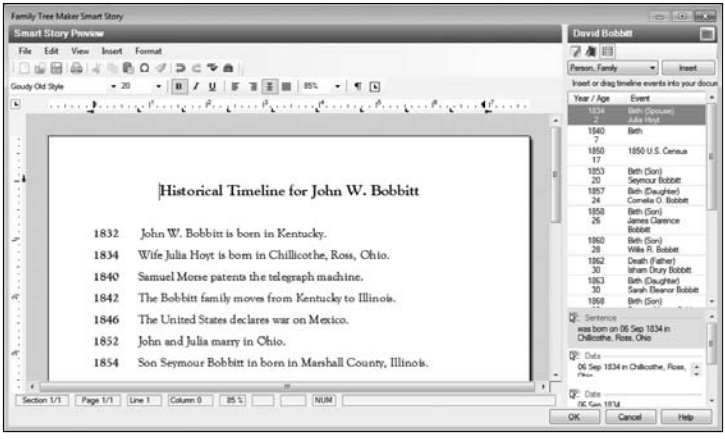
1. Place the cursor on the page where you want to add the media item.
2. Click the **Media** button on the Smart Stories toolbar.

3. Select the media item you want to use.
4. Drag the image to your document or click the **Insert** button.

Creating Timelines in Smart Stories

You can use facts in a person's life and historical events to create a timeline.

1. Place the cursor on the page where you want to add a timeline.
2. Click the **Timeline** button on the Smart Stories toolbar.
3. Click the event you want to add to your story. Below the event, you'll see options of how the event will be entered. You can create a sentence or add specific details.


Family Tree Maker Smart Story
Smart Story Preview
File Edit View Insert Format
David Babbitt
Person, Family
Insert
Insert or drag timeline events into your docum
Year / Age Event
Historical Timeline for John W. Bobbitt
1832 John W. Bobbitt is born in Kentucky.
1834 Wife Julia Hoyt is born in Chillicothe, Ross, Ohio.
1840 Samuel Morse patents the telegraph machine.
1842 The Bobbitt family moves from Kentucky to Illinois.
1846 The United States declares war on Mexico.
1852 John and Julia marry in Ohio.
1854 Son Seymour Bobbitt in born in Marshall County, Illinois.
Sentence
Data
OK
Cancel
Help

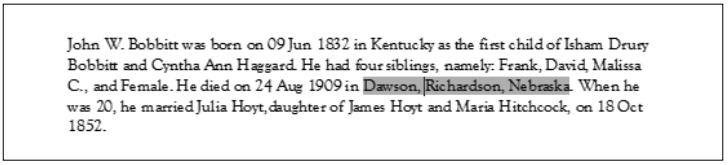
4. Drag the text to your document or click the **Insert** button.

Editing Smart Stories Text

Smart Stories was designed so that text in your story is pulled directly from your tree. That means you don't have to worry about continually redoing your story; if information in your tree changes, your story text will be updated automatically.

If you want, you can edit text in Smart Stories. But, be aware that the text will no longer be linked to your tree and will not be updated automatically.

1. Move the cursor over the text you want to add, edit, or delete. You can identify which text is linked to your tree because it will be highlighted.


John W. Bobbitt was born on 09 Jun 1832 in Kentucky as the first child of Isham Drury Bobbitt and Cyntha Ann Haggard. He had four siblings, namely: Frank, David, Malissa C., and Female. He died on 24 Aug 1909 in Dawson, Richardson, Nebraska. When he was 20, he married Julia Hoyt, daughter of James Hoyt and Maria Hitchcock, on 18 Oct 1852.

2. Double-click the text block. A message asks whether you want to change field text to text you can edit.
3. Click **Yes**.

Chapter Five
Documenting Your Research

Documenting sources—recording where you discovered a fact about your family—is one of the most important aspects of your research. Sources are valuable for many reasons. When you cite a source, you are proving to others which records you based your facts on; if you eventually share your research with your family or other researchers, your family history will be judged for accuracy based on your sources. And if your sources are detailed and correct, others will be able to follow your research footsteps.

Each time you add information to your tree, you'll want to create a source and source citation that describe where you found the information. For example, if you find your father's birthplace on his World War I draft card, you'll want to include this information in your tree when you record his birth date and birthplace. If you discover your great-grandfather's will that lists the names of all his children, you'll want to create a source for this document.

Understanding Sources and Source Citations

If you're new to family history, you may not be familiar with sources and source citations. This section gives an explanation of each and also shows you some examples.

- A source contains unchanging facts about an item, for example, the author, title, and publication information for a book.

- Source citations are individual details that explain where you found a fact, such as the page number in a book.

To help you understand how sources and source citations work together, let's look at an example from the 1930 United States Federal Census. First, you would create a source for the census that would include information like this:

- A title—1930 United States Federal Census
- Where you located the source—www.ancestry.com
- Publishing details—Original data: United States of America, Bureau of the Census. Washington, D.C.: National Archives and Records Administration, 1930.

As you can see, this basic information about the 1930 census won't change regardless of who you find in the records. However, because you'll find different families and individuals in different locations throughout the census, the census fact for each person will need its own source citation. A source citation for an individual you found in the 1930 census might include this information:

- Source—1930 United States Federal Census
- Source citation—Harold Reed household, Santa Clara Township, Santa Clara County, California. Roll: 219; Page: 14A; Enumeration district: 110.

A source citation for a different individual in the 1930 census might look like this. (Notice the source is the same as the previous example.)

- Source—1930 United States Federal Census
- Source citation—Michael Reed household, Kokomo Township, Beaver County, Oklahoma. Roll: 1892; Page: 5B; Enumeration district: 26.

Both individuals can be found in the 1930 census (the source), but the source citation for each individual has changed because the individuals were recorded in different places in the source.

Creating Sources

If you find your grandparents' marriage date in the family Bible, you should create a source for that Bible. If you find the image of a death record for your great-aunt in an online database, you should create a source for that database. Family Tree Maker lets you create sources in two ways: using templates or a basic format. Source templates are useful because you don't have to guess which details need to be entered. Choose the type of source you're creating (for example, for an obituary) and Family Tree Maker displays the relevant fields. If you don't want to use a template (for example, because you prefer to use your own system of citation or you can't find a template that matches the item you're sourcing), you can create a source by simply completing the standard fields (such as author, title, and publisher) in the basic source format.

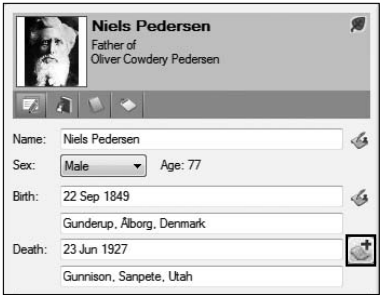
Adding a Source for a Fact

You will usually add a source as you create a source citation for a fact or event you are entering in your tree. This section focuses on adding a source while entering facts on the Family tab in the People workspace.

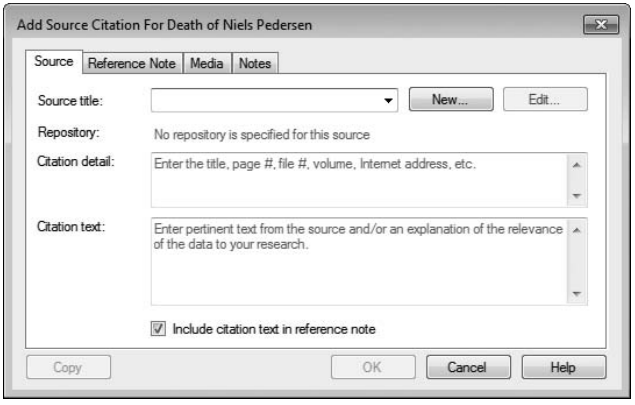
> Note: You need to create only one source for each item; you can use a source for as many source citations as necessary.

1. Go to the **Family** tab on the People workspace.

2. In the editing panel, click the **New source citation** button next to the fact you want to add a source to. Then choose **Add New Source Citation** from the drop-down list.



3. The Add Source Citation window opens. If you want to create a source using a template, continue with "Creating a Source from a Template." If you want to create your own source, continue with "Creating a Source Using the Basic Format."



Using Source Templates

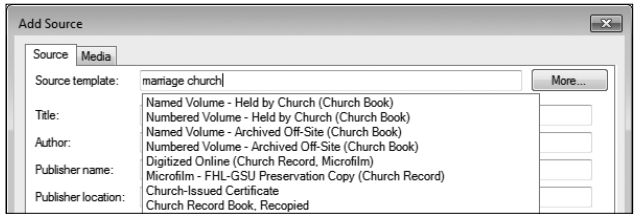
Family Tree Maker includes more than 170 source templates to help you source everything from homemade samplers and online databases to vital records. The source templates are based on the QuickCheck models used in Elizabeth Shown Mills's book *Evidence Explained*—the premier reference for citing genealogy sources.

Creating a Source from a Template

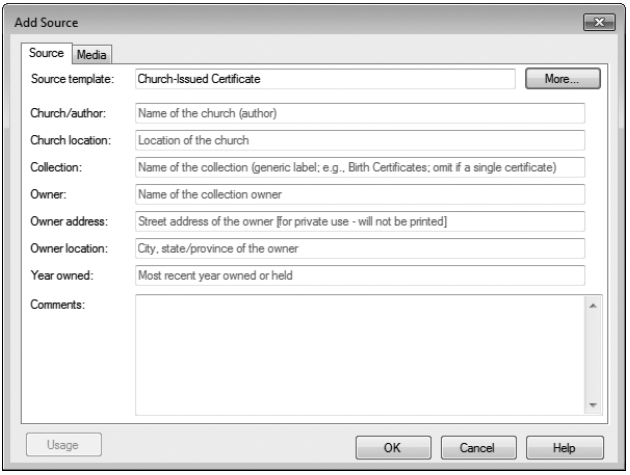
Using a source template is simple. To determine which template you should use for a specific record, you can enter keywords and choose from a list of suggestions, or you can view a list of all the available templates and choose the one that fits best.

To choose a template using keywords

1. Access the Add Source Citation window and click **New**. (If you need help see "Adding a Source for a Fact.") The Add Source window opens.
2. Enter a keyword in the **Source template** field and choose a template from the list of options that appear. To narrow the list, enter multiple keywords. For example, "property" brings up eleven results, while "property grant" brings up one result.



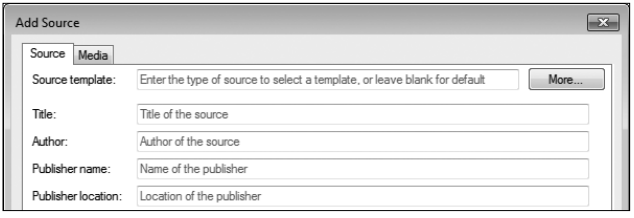
3. The fields that appear now reflect the template you've chosen. Complete these fields as necessary and click **OK**.



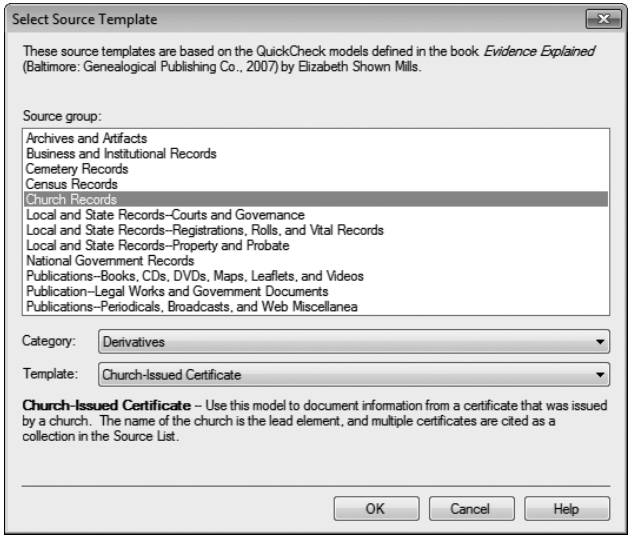
You can now add a source citation for the fact (see page 84).

To choose a template from a list

1. Access the Add Source Citation window and click **New**. (If you need help see "Adding a Source for a Fact.") The Add Source window opens.



2. Click **More**.
3. In **Source group**, choose the group that most closely matches the item you're sourcing. The categories list changes to reflect the selected source group.

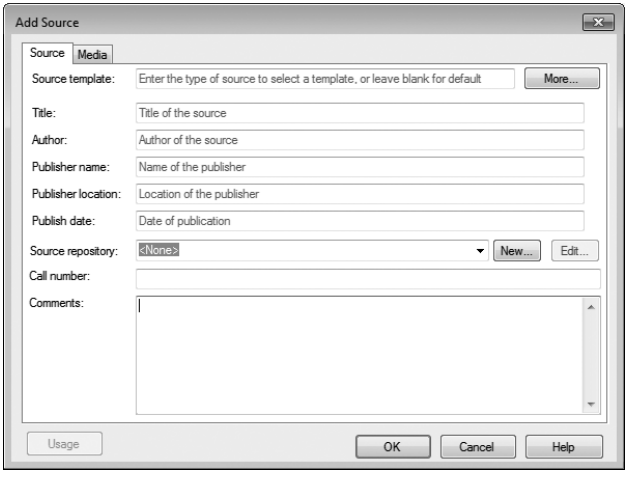

Select Source Template
These source templates are based on the QuickCheck models defined in the book *Evidence Explained* (Baltimore: Genealogical Publishing Co., 2007) by Elizabeth Shown Mills.
Source group:
Archives and Artifacts
Business and Institutional Records
Cemetery Records
Census Records
Church Records
Local and State Records--Courts and Governance
Local and State Records--Registrations, Rolls, and Vital Records
Local and State Records--Property and Probate
National Government Records
Publications--Books, CDs, DVDs, Maps, Leaflets, and Videos
Publication--Legal Works and Government Documents
Publications--Periodicals, Broadcasts, and Web Miscellanea
Category: Derivatives
Template: Church-Issued Certificate
Church-Issued Certificate -- Use this model to document information from a certificate that was issued by a church. The name of the church is the lead element, and multiple certificates are cited as a collection in the Source List.
OK
Cancel
Help

4. Choose the appropriate category from the **Category** drop-down list. The templates list changes to reflect the selected source group and category.
5. Choose a template from the **Template** drop-down list. A description of the template is displayed beneath its title.
6. Click **OK** to return to the Add Source window; the fields that appear now reflect the template you've chosen. Complete these fields as necessary and click **OK**. You can now add a source citation for the fact (see page 84).

Creating a Source Using the Basic Format

If you don't want to use a source template, you can create a source by simply completing some standard fields (such as author, title, and publisher) in the basic source format.

1. Access the Add Source Citation window and click **New**. (If you need help see "Adding a Source for a Fact.") The Add Source window opens.



2. Complete the source fields as necessary:
   - **Title.** Enter the title of the source exactly as it appears in the source.
   - **Author.** Enter the author or originator's name.
   - **Publisher name.** Enter the name of the publishing company.

- **Publisher location.** Enter the place of publication (for example, London, England).
- **Publish date.** Enter the copyright date for the source (usually only a year).
- **Source repository.** Create a new repository or choose one from the drop-down list.

  A repository is the location where an original source exists. This could be a library, archive, county courthouse, or cousin's home, for example. To create a repository, click **New**. Then enter the name, address, and phone number for the location. You can also add an email address, if one exists.
- **Call number.** Enter a call number, if one exists.

  The call number is the number assigned to the source at the repository where you found the item. It could be a microfilm number, a Dewey Decimal system number, or some other numbering system unique to a particular library or archive.
- **Comments.** Enter any comments about the source and the information found in it. This information will not print on your reports; it is for your personal reference. You might include a description of the item or even information about its legibility.

3. Click **OK**. You can now add a source citation for the fact (see page 84).

Creating Source Citations

After you have created a source you are ready to identify where in the source you found information—by creating a source citation. Family Tree Maker lets you create source citations in a variety of ways. As you cite each fact you'll need to decide which method is most effective in that situation. If you're adding a source you've never used before, you'll want to create a new source citation. If you have already created a source citation (for example, for a specific census record), you don't need to create another citation; simply link the fact to the citation you've already created.

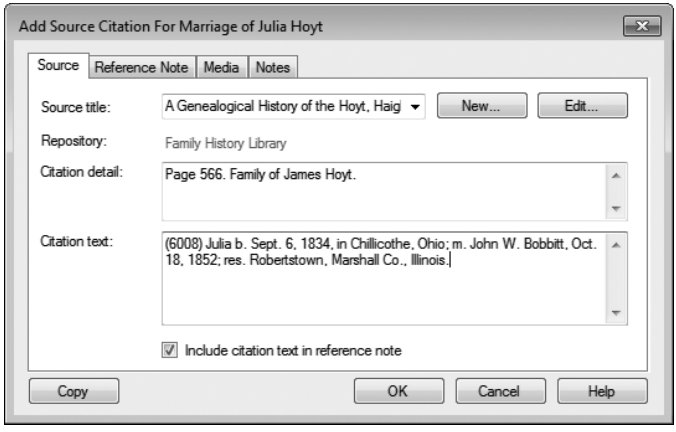
> Note: You can have more than one source citation for the same fact. For example, you might find an immigration date for your great-grandmother on a naturalization record and a census record. You can add source citations for both records.

Adding a New Source Citation

Every time you add a fact to your tree, you should take a minute to document where you discovered the information, whether it's a book in a library, a record you located online, or a photograph you discovered in an old trunk. When you create a new source citation, you'll link it to the appropriate source and then add any additional identifying information such as page number, volume number, or explanatory text.

1. Access the Add Source Citation window. (If you need help see "Adding a Source for a Fact.")
2. Change the citation as necessary:
   - **Source title.** From the drop-down list, choose the source where you found the information.

- **Citation detail.** Enter specific details about where you found the information, such as the page or volume number or website address.
- **Citation text.** Enter any additional information. For example, you might enter a quote from a book or add a paraphrased summary of the source text.
- **Include citation text in reference note.** Click this checkbox to include text in the Citation text field in printed reference notes. If this text is just for your own information, make sure the checkbox is not selected. (The source title and citation detail are automatically included in printed reference notes.)



You can include a media item or note as part of a source citation. For instructions see "Attaching a Media Item to a Source Citation," and "Adding a Note to a Source Citation."

3. Click **OK**.

In the Individual and Shared Facts section of the Person tab, you'll notice that the sources column contains a number, indicating that you have sources cited for the fact.

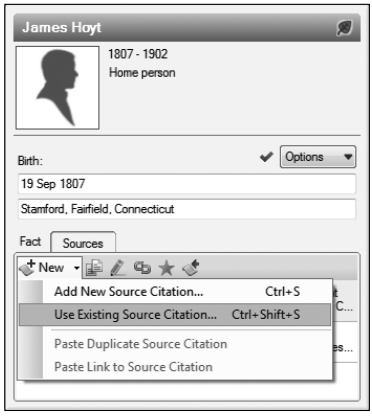
The sources column in the Individual and Shared Facts section.

Linking a Fact to an Existing Source Citation

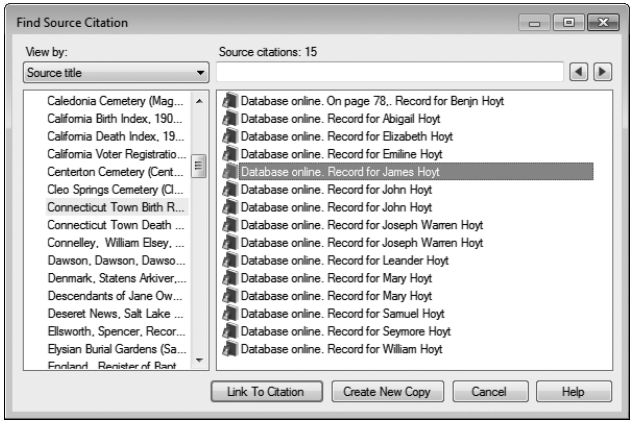
If you have already created a citation for a specific source, such as a death certificate, you don't have to create a new source citation for each fact or individual that is included in this source; you can use the existing citation. For example, if you find information about your grandparents in your aunt's death certificate (such as their names and birthplaces), you don't have to create a new source citation for the death certificate again; you can simply link to the citation you already created.

1. Go to the **Person** tab on the People workspace and select the appropriate individual.
2. Click the **Facts** button. Then click the fact you want to add a source citation to.

3. On the **Sources** tab, click the **New** button and choose **Use Existing Source Citation** from the drop-down list.



The Find Source Citation window opens.


Find Source Citation
View by:
Source title
Source citations: 15
Caledonia Cemetery (Mag...
California Birth Index, 190...
California Death Index, 19...
California Voter Registratio...
Centerton Cemetery (Cent...
Cleo Springs Cemetery (Cl...
Connecticut Town Birth R...
Connecticut Town Death ...
Connelley, William Elsey, ...
Dawson, Dawson, Dawso...
Denmark, Statens Arkiver,...
Descendants of Jane Ow...
Deseret News, Salt Lake ...
Ellsworth, Spencer, Recor...
Elysian Burial Gardens (Sa...
Database online. On page 78,. Record for Benjn Hoyt
Database online. Record for Abigail Hoyt
Database online. Record for Elizabeth Hoyt
Database online. Record for Emiline Hoyt
Database online. Record for James Hoyt
Database online. Record for John Hoyt
Database online. Record for John Hoyt
Database online. Record for Joseph Warren Hoyt
Database online. Record for Joseph Warren Hoyt
Database online. Record for Leander Hoyt
Database online. Record for Mary Hoyt
Database online. Record for Mary Hoyt
Database online. Record for Samuel Hoyt
Database online. Record for Seymore Hoyt
Database online. Record for William Hoyt
Link To Citation
Create New Copy
Cancel
Help

4. Click the citation you want to link to from the list.
5. Click **Link to Citation**. The citation information now appears on the Sources tab.

Copying and Updating a Source Citation

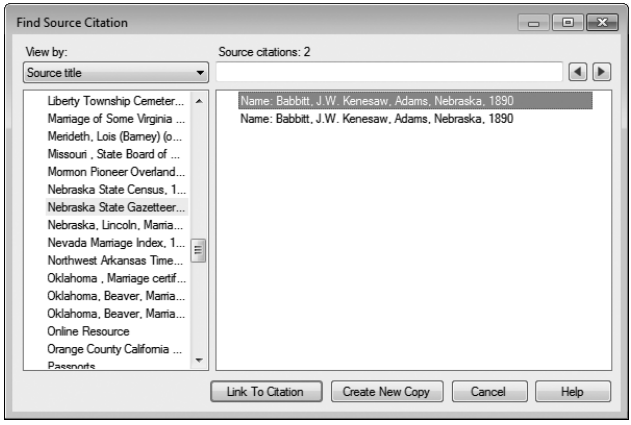
If you have a source citation that is similar to one you need, you don't have to create a brand new citation. Simply create a copy of the source citation and change the relevant details (such as the page or volume number). For example, if you find several family members in the same city directory for Cleveland, Ohio, you can create a source citation for one family and then copy and update the source citation for every family that shows up in the same directory.

1. Go to the **Person** tab on the People workspace and select the appropriate individual.
2. Click the **Facts** button. Then click the fact that you want to add a source citation to.

Fact	Date	Place / Description				Preferred
Personal Information						
Name		Julia Hoyt	0	0	0	Preferred
Sex		Female	2	2	0	Preferred
Individual Facts						
Birth	06 Sep 1834	Chillicothe, Ross, Ohio	2	2	0	Preferred
1860 U.S. Census	1860	Roberts, Marshall, Illinois, USA	1	1	0	Preferred
1870 U.S. Census	1870	Roberts, Marshall, Illinois, USA	1	1	0	Preferred
1880 U.S. Census	1880	Liberty, Richardson, Nebraska, USA	1	1	0	Preferred
1900 U.S. Census	1900	Van, Woods, Oklahoma	1	1	0	Preferred
1910 U.S. Census	1910	Grant, Richardson, Nebraska	1	1	0	Preferred
1920 U.S. Census	1920	Stapleton, Logan, Nebraska	1	1	0	Preferred
Death	28 Jul 1923		1	1	0	Preferred
Age at Death		88	1	0	0	Preferred
Burial		Dawson, Richardson, Nebraska; Heim Cemetery	1	1	0	Preferred
Shared Facts with John W. Bobbitt						
Marriage	18 Oct 1852		1	1	0	Preferred

3. On the **Sources** tab, click the **New** button and choose **Use Existing Source Citation** from the drop-down list. The Find Source Citation window opens.

4. Click the citation you want to copy from the list.



5. Click **Create New Copy**. A citation link appears on the Sources tab on the Person page.

Now you can edit the citation without affecting the original.

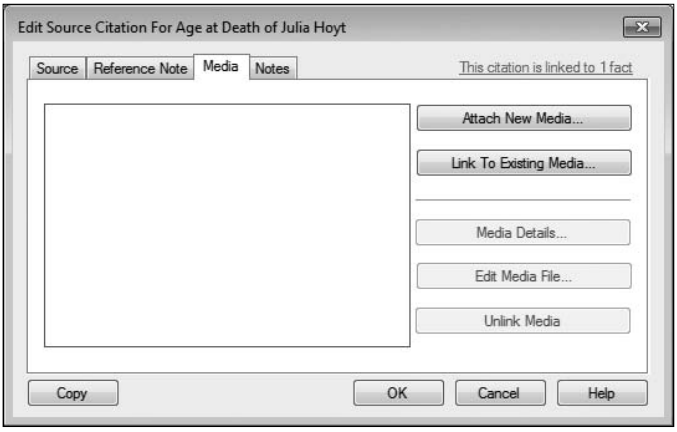
6. Double-click the source citation to open it in an editing window. Then make any necessary changes and click **OK**.

Attaching a Media Item to a Source Citation

If you have an image or recording of a source, you can link it to a source citation. For example, you might have a scan of a marriage certificate or census record that you want to include with the source citation.

> Note: If you link the source to a media item that isn't already in your tree, the item will be added to the tree's Media workspace.

1. Click the **Media** tab in a source citation.

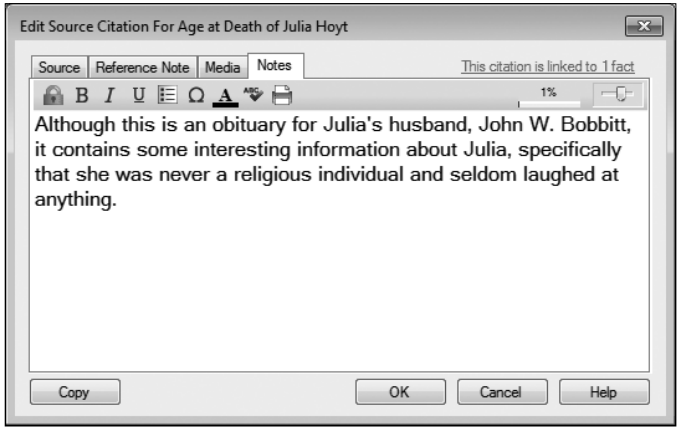


2. Do one of these options:
   - If the media item you want is already in your tree, click **Link to Existing Media**. Click the item you want then click **OK**.
   - If you want to add a media item, click **Attach New Media**. Use the file management window to navigate to the media item you want. Then click **Open**.
3. Click **OK**.

Adding a Note to a Source Citation

You can use the Notes tab to include any additional information you have about a source that you weren't able to include elsewhere. For example, you can enter a note about how you discovered a source or where the source is located.

1. Click the **Notes** tab in a source citation.
2. Enter a note and click **OK**.


Edit Source Citation For Age at Death of Julia Hoyt
Source
Reference Note
Media
Notes
This citation is linked to 1 fact
1%
Although this is an obituary for Julia's husband, John W. Bobbitt, it contains some interesting information about Julia, specifically that she was never a religious individual and seldom laughed at anything.
Copy
OK
Cancel
Help

Chapter Six
Including Media Items

As you gather names, dates, and facts, you'll realize that these tell only part of your family's story. In order to really bring your ancestors to life, you'll want to illustrate your family history with photographs, important documents, and video and sound clips.

Family Tree Maker helps you organize your multimedia items all in one central location. You can link media items to specific individuals; record important notes and information about the items; use the images in selected trees, reports, and charts; and more.

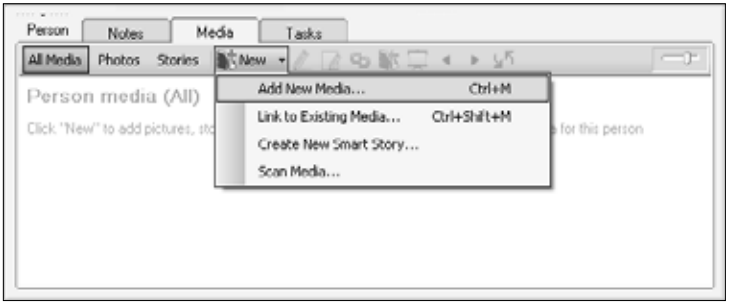
Adding Media Items

You can add photos, images, sound files, videos, scanned documents, and more for an individual. For example, if you have a baby photo of your grandfather or a photo of his military uniform, you'll want to add it to his Media tab. You can add items that are already on your computer or you can scan items directly into Family Tree Maker.

Adding a Media Item for an Individual

1. Go to the **Person** tab on the People workspace and select the appropriate individual.

2. Click the **Media** tab at the bottom of the window.
3. Click the **New** button and choose **Add New Media** from the drop-down list.



4. Use the file management window to navigate to the media item you want to add to your tree. Then click **Open**.

   Tip: In the file management window, you can select multiple media items by clicking on each file you want while holding down the CTRL key.

   A message asks whether you want to link the file(s) to your tree or create a copy of the file(s).

5. Click **Copy this file** to create an additional copy of the file in a Family Tree Maker media folder, or click **Link to this file** to link to the file on your computer only.

   Tip: You might want to add copies of your media items to the Media folder so that all your heritage photos and other media items are gathered into one central location on your computer. This makes them easier to find and easier to back up as a group.

What Media Items Can I Add to My Tree?

Photographs are usually the first thing that comes to mind when you want to illustrate your family history. But don't limit yourself; many personal objects can be scanned or photographed. Here are some ideas of items you might want to include:

- Important records, such as birth and marriage certificates, censuses, passports, diplomas, obituaries, and Bibles.
- Photographs of heirlooms or items with sentimental value, such as jewelry, medals, trophies, artwork, quilts, christening outfits, and furniture.
- Images of ancestral houses and hometowns, businesses, maps, cemeteries, and headstones.
- Family documents, such as letters, funeral books, diaries, Christmas cards, awards, and newspaper and magazine articles.
- Sound clips of favorite songs, bedtime stories, and oral histories.

6. Click the checkbox for the category you want this item to belong to; you can select multiple categories. (For more information see "Media Categories.")
7. Click **OK**. The item is added to the individual's Media tab.

Note: When you add a picture or other media item to Family Tree Maker, the original file is not moved from its location on your computer.

Scanning an Image into Your Tree

If you have images you'd like to include in your tree that aren't already on your computer's hard drive, you don't have to scan the

items to your computer and then manually add them into your tree; you can scan them directly into your tree.

When you scan an image, you can choose the resolution in which the item will be saved. The higher the resolution, or DPI (dots per inch), the sharper your image will look—and the larger the file size that will be created. If you plan on viewing your images online or sharing them via email, you'll want to scan images at a lower resolution such as 72 to 150 DPI; if you want to print images in charts and reports, you'll want to use a higher resolution such as 200 to 300 DPI.

1. Make sure your scanner is connected to your computer and turned on.
2. Go to the Media workspace and choose **Media>Scan Media**. Family Tree Maker automatically searches for connected scanners.
3. Change any settings and click **Scan**. The image is added to the Media workspace.

Entering Details for a Media Item

After you add a media item, it's a good idea to enter details about it such as a caption, date, and description.

1. Go to the **Collection** tab on the Media workspace. Double-click the media item you want to add details to, or click the image and then click the **Detail** tab.
2. Change the image's details as necessary:
   - **Caption.** Enter a brief title for the item.
   - **Date.** Enter a date for the photo. (Normally this would be the date of origin for the item.)

- **Description.** Describe the media item in detail. For photos you may want to enter the names of individuals or information about the location depicted; for heirlooms you may want to explain what the item is and its significance to your family.

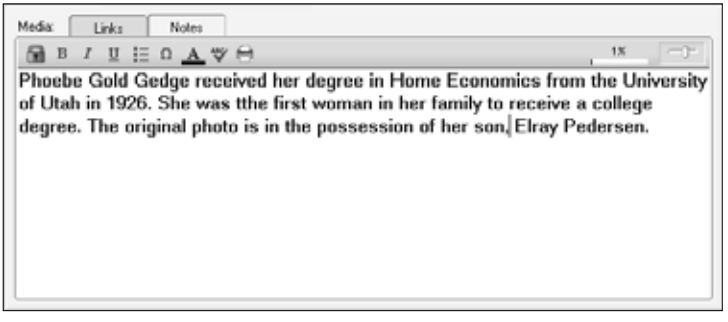
3. To assign a category to the item, click the **Edit** button next to the **Categories** field. Mark the checkbox for the category you want this item to belong to; you can select multiple categories. Click **OK** when you're finished.

Note: The Filename and Location field shows the file name of the media item and where it is located on your computer. You can click the location link to open the folder in which the media item resides.

Entering a Note About a Media Item

If you have additional information that won't fit in a media item's description, you can enter it in the item's notes. For example, a photo of your grandmother in her graduation robes may include notes about her college education and how you came in possession of the image.

1. Go to the **Collection** tab on the Media workspace. Double-click the media item you want to add a note to, or click the image and then click the **Detail** tab.
2. Click the **Notes** tab at the bottom of the window.


Media:
Links
Notes
Phoebe Gold Gedge received her degree in Home Economics from the University of Utah in 1926. She was tthe first woman in her family to receive a college degree. The original photo is in the possession of her son, Elray Pedersen.

3. Place the cursor in the text area and enter the information.

Note: For more information about using notes in Family Tree Maker, see "Adding a Note for an Individual."

Assigning a Portrait to an Individual

You can decide which media item will be the default image for an individual in the People workspace and in reports and charts.

1. Click the **People** button on the main toolbar. Make sure the individual you want to add a portrait to is the focus of the Family tab or Person tab.
2. In the editing panel, right-click the silhouette image and do one of these options.
   - If the photo you want is already in your tree, click **Link to Existing Picture**. A media item window opens. Click the image you want and then click **OK**.
   - If you are adding a new image, click **Add New Picture**. Use the file management window to navigate to the image you want. Then click **Open**.

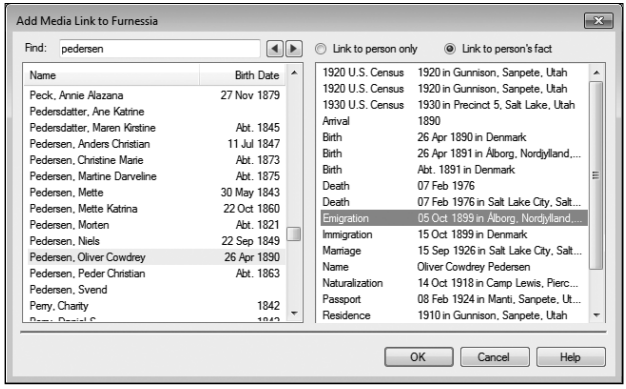
You will now see the image next to the individual's name in the editing panel. (If you are using a new image, it will automatically be added to your tree; you can view it on the Media workspace.)

Linking a Media Item to Multiple Individuals

You may have a family photo that includes several individuals in your tree. You don't have to add the picture to each individual; simply add it once to the Media workspace and then link it to the necessary individuals. You can also link media items to specific facts. For example, if you have a photograph or drawing of the ship on which your grandparents immigrated to America, you can link the picture to your grandparents and their immigration fact.

1. Go to the **Collection** tab on the Media workspace. Then double-click the item you want to link to multiple individuals, or click the item and then click the **Detail** tab.
2. At the bottom of the Detail tab, you'll see a Links tab. Click the **New** button and choose **Link to Person**.

3. In the **Name** column, click the name of the individual you want to link the item to.
4. Do one of these options:
   - To link the item to a person, click **Link to person only**. (You can link only one person at a time.)
   - To link the item to a specific fact (such as birth or marriage), click **Link to person's fact**. Then click the fact in the list below.


Add Media Link to Furnessia
Find: pedersen
Link to person only
Link to person's fact
Name
Birth Date
Peck, Annie Alazana 27 Nov 1879
Pedersdatter, Ane Katrine
Pedersdatter, Maren Kirstine Abt. 1845
Pedersen, Anders Christian 11 Jul 1847
Pedersen, Christine Marie Abt. 1873
Pedersen, Martine Darveline Abt. 1875
Pedersen, Mette 30 May 1843
Pedersen, Mette Katrina 22 Oct 1860
Pedersen, Morten Abt. 1821
Pedersen, Niels 22 Sep 1849
Pedersen, Oliver Cowdrey 26 Apr 1890
Pedersen, Peder Christian Abt. 1863
Pedersen, Svend
Perry, Charity 1842
1920 U.S. Census 1920 in Gunnison, Sanpete, Utah
1920 U.S. Census 1920 in Gunnison, Sanpete, Utah
1930 U.S. Census 1930 in Precinct 5, Salt Lake, Utah
Arrival 1890
Birth 26 Apr 1890 in Denmark
Birth 26 Apr 1891 in Alborg, Nordjylland,...
Birth Abt. 1891 in Denmark
Death 07 Feb 1976
Death 07 Feb 1976 in Salt Lake City, Salt...
Emigration 05 Oct 1899 in Alborg, Nordjylland,...
Immigration 15 Oct 1899 in Denmark
Marriage 15 Sep 1926 in Salt Lake City, Salt...
Name Oliver Cowdrey Pedersen
Naturalization 14 Oct 1918 in Camp Lewis, Pierc...
Passport 08 Feb 1924 in Manti, Sanpete, Ut...
Residence 1910 in Gunnison, Sanpete, Utah
OK
Cancel
Help

5. Click **OK**.

Tip: If you mistakenly link a media item to an individual, you can unlink the item on the Detail tab. Click the appropriate individual and then click the broken link icon in the toolbar.

Managing Media Items

After you've added media items to your tree, you might need to do some maintenance tasks. You can change file names, view and edit items, and assign categories.

Changing the Display of an Image

When you're viewing a photo, you can change the display of the image by rotating the image or zooming in and out on the image.

Go to the **Collection** tab on the Media workspace. Double-click the photo you want to change the display of, or click the image, then click the **Detail** tab.

Use these buttons in the image toolbar to change the display:

Click the **Rotate right** button to move the image in a clockwise direction; click the **Rotate left** button to move the image in a counterclockwise direction.

Click the **Size to fit** button to display the entire image in the current window.

Click the **Actual size** button to show the actual size of the image. You can also choose a specific size percentage from the **Fit Image** drop-down list.

Opening a Media Item from Family Tree Maker

If you need to edit an image or open a document you've added to Family Tree Maker, you can open the media item in its default program without leaving Family Tree Maker. For example, you could open a PDF document in Adobe Reader.

Go to the **Collection** tab on the Media workspace. Double-click the media item you want to open, or click the image, then click the **Detail** tab. Then use this button to open the media item:

Click the **Open file** button in the image toolbar. The media item opens in the file's default program. If you edit the media item and save your changes, the modified file will be linked to Family Tree Maker.

Changing a Media Item's File Name

Family Tree Maker lets you change a media item's actual file name on your hard drive—from within the software. This can be useful if you've imported a tree and its media files have been copied to your computer with generic names; you can use Family Tree Maker to make their file names more identifiable.

1. Go to the **Collection** tab on the Media workspace. Right-click a media item and choose **Rename Media File** from the drop-down list, or click a media item and choose **Media>Rename Media File**.
2. Enter the new name for the file and click **OK**.

Arranging an Individual's Media Items

When you add media items for an individual, they are arranged in alphabetical order (by caption). If you want, you can change the order in which they appear on the individual's Media tab manually. For example, you may want to display the pictures by date or age.

1. Go to the **Person** tab on the People workspace and select the appropriate individual.
2. Click the **Media** tab at the bottom of the window. The tab shows thumbnails of any media items you've linked to this individual.

Use these buttons in the media toolbar to change the display order:

Click the item you want to move. Then click the **Move Media Forward** and **Move Media Backward** buttons to rearrange the media items. The items will remain in the sort you've chosen.

Click the **Auto Sort Media** button to sort the media items alphabetically (by caption).

Media Categories

As you add each media item to your tree, you can assign it to categories. These categories make your media items easier to search for, sort, and view.

Creating a Category

You can use the default categories in Family Tree Maker, modify them, or create your own. If you decide to create your own categories, you might want to set up a system before you add your media items. For example, you may want to have event categories (e.g., Weddings, Birthdays, Travel) or categories based on item types (e.g., Photos—Portraits, Movies—Holidays).

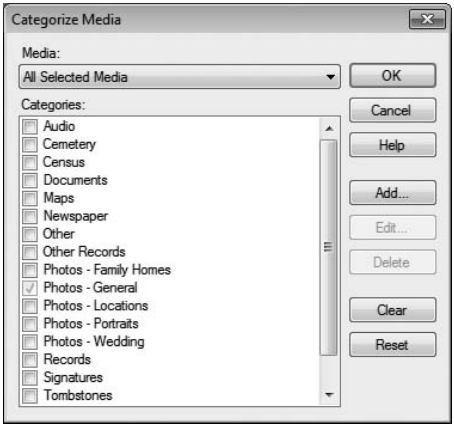
1. Go to the **Collection** tab on the Media workspace. In the media editing panel, click the **Edit** button.
2. Click the **Add button**.
3. Enter a name for the category and click **OK**.

Assigning a Category to Multiple Items

Family Tree Maker lets you assign categories to a group of items at the same time.

1. Go to the **Collection** tab on the Media workspace.
2. Select the media items you want to assign a category to. You can select multiple media items by clicking on each file you want while holding down the **CTRL** key.

3. Click **Media>Categorize Media**.



4. From the drop-down list, you can choose each media item one by one or all selected items.
5. Click the checkboxes for the categories you want to assign the items and click **OK**.

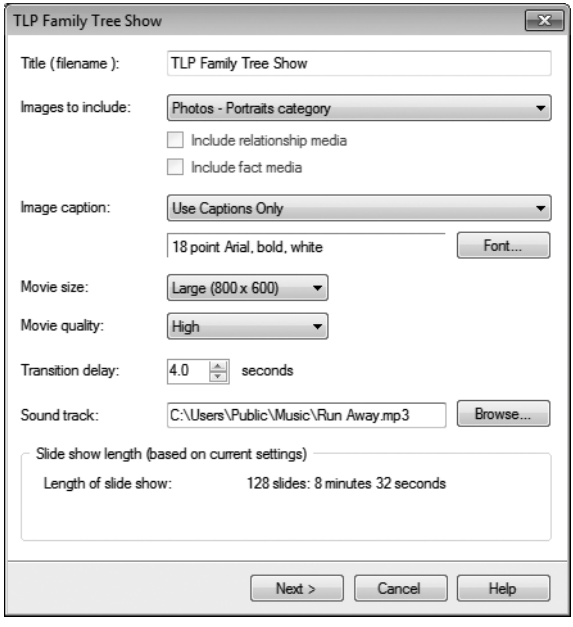
Printing a Media Item

1. Go to the **Collection** tab on the Media workspace and click the item you want to print.
2. Click the **Print** button on the main toolbar and choose **Print Media Item** from the drop-down list.
3. Just like printing from any other application, you can choose a printer, select the number of copies, and choose a page range.
4. Click **Print**.

Creating a Slide Show

You can create a slide show of pictures you've included in your tree—and even include a soundtrack. You can view your completed slide shows using *Windows Media Player*.

1. Click the **Media** button on the main toolbar. Click **Media**>**Create Slide Show**.



Tip: You can create a slide show for a specific individual by clicking the **Create slide show** button on the individual's Media tab.

2. Change the slide show options as necessary:
   - **Title.** Enter a name for the slide show. (This will be the item's file name on your computer also.)
   - **Images to include.** If you want to include pictures from a specific category, choose the category name from the drop-down list. Then click the **Include relationship media** checkbox to include images linked to relationships; click the **Include fact media** checkbox to include images linked to facts.
   - **Image caption.** Choose how you want captions displayed in the slide show. Click **None** if you don't want captions displayed; click **Use Captions Only** to display an image captions; click **Use Filenames Only** to display file names; click **Use Captions or Filenames** to display captions (or if no caption has been entered, an image's file name will be displayed).

     Click the **Font** button to choose a font style, size, and color for captions and file names used in the slide show.
   - **Movie size.** Choose the display size of the slide show from the drop-down list.

     Note: The larger the movie, the more memory required.
   - **Movie quality.** Choose the display quality of the slide show from the drop-down list.

     Note: The better quality the movie, the more memory required.

- **Transition delay.** Choose the number of seconds an image is displayed.
- **Sound track.** If you would like to add music to the slide show, click the **Browse** button and locate the audio file you'd like to use. You can use any MP3 or Windows Media Audio (.wma) file.

3. Click **Next**. A window opens, displaying all the images you've chosen. You can change the order in which images appear or delete images you don't want.

4. Click **Next**. A preview window opens.

5. Do one of these options:
   - To save the slide show to your tree, click **Add slide show to the media collection**.
   - To view the finished slide show in *Windows Media Player*, click **Launch slide show in Windows Media Player**.
6. Click **Finish**. A message asks whether you want to save the file to your tree or save the file to another location.
7. Click **Save this file to the media folder** to save the slide show to the Family Tree Maker media folder, or click **Save the slide show in another location** to choose a location.

8. Click the checkbox for the category you want this item to belong to; you can select multiple categories.
9. Click **OK**. The item is added to the Media workspace.

Chapter Seven
Using Maps

As you gather the names and dates of important events in your ancestors' lives, you'll also record the locations where these events took place—the homes, towns and cities, states, and countries that shaped their daily lives.

Often, these locations exist only as names in a report or on a pedigree chart. Family Tree Maker brings these ancestral homelands to life by letting you virtually visit each place in your tree. For example, you can see satellite images and maps of the town in Denmark where your grandfather was born, the apartment house in Chicago where your great-grandparents lived, or even the lake where you went swimming with your cousins every summer.

Family Tree Maker gives you the chance to become familiar with lands that you may never be able to visit in real life. See where your family lived, follow their immigration path, or watch their progress as they move from city to city, sometimes across the country.

Each time you enter a place name for a fact or event, Family Tree Maker adds this location to a "master list" of locations. To view this master list, simply go to the Places workspace. You can then view maps and satellite images of a location, identify individuals in your tree who are associated with certain locations, and more.

Microsoft® Bing™ Maps

Family Tree Maker has partnered with Microsoft *Bing Maps* to let you access some of the most exciting technology available today. *Bing Maps* takes you beyond typical road maps by combining them with special satellite and aerial imagery to let you experience the world as it looks today.

As you visit different locations, you'll notice that the level of detail that you can see for each town, region, or country varies. In some areas you can zoom in close enough to see cars, rooftops, and street intersections; in other areas your view will disappear when you get within a mile of the location. Fortunately, *Bing Maps* is updated regularly and regions that may not have many images now will in the future. The most detailed views are of the United States, the United Kingdom, Canada, and Australia.

And if you're worried about how these satellite images may affect your privacy, you'll be glad to know that these images are not "live." In addition, you may be able to see details of houses, roads, and trees, but the images are of a low enough resolution that you can't read signs or identify people.

Note: This feature is subject to change without notice.

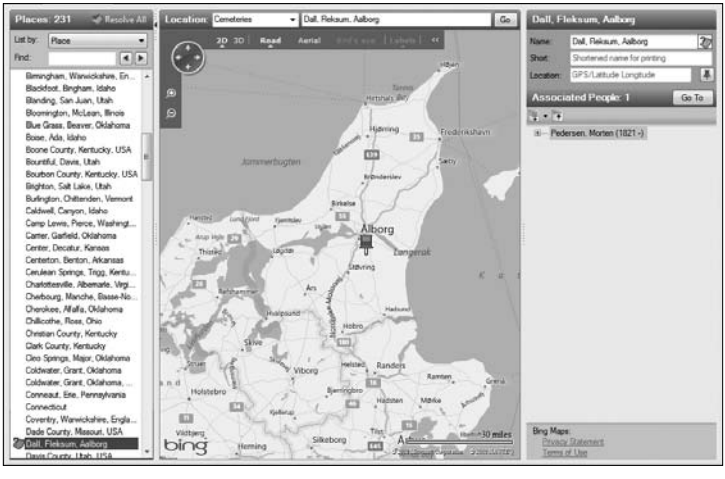
Viewing a Map

The interactive online maps in Family Tree Maker are easy to navigate using a few simple tools. You can zoom in and out on the map, change the type of map you're viewing, and more.

Note: You must be connected to the Internet to use the online mapping feature.

1. Click the **Places** button on the main toolbar. To access a map, click a location in the **Places** panel.

   Immediately, a road map (the default view) will appear in the display area, the specified location centered on the map and marked with a red pushpin. In the top, left-hand corner of the map you'll notice the Map Tools. These tools remain on the map regardless of which view you're looking at.

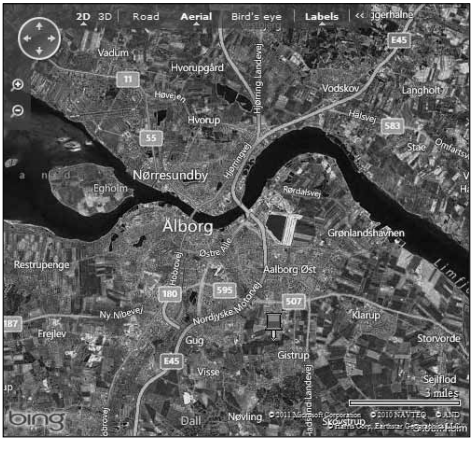


   To change the type of map you're viewing, simply click the appropriate view in the Map Tools.

   Tip: You can hide the Map Tools by clicking the arrow button on the right side of the toolbar. Click the arrow again to display the tools.

2. Click **Aerial** to view a satellite image of the location.

3. In the aerial view, you can click **Labels** to switch between the aerial view and a combination of the road view and the aerial view.



4. Click **Road** to display the street map again.

5. To see a street-level view of the location, click **Bird's eye**. Click the points of the compass on the Map Tools to change the direction you are viewing.

Note: The bird's-eye view is available only for certain parts of the world.

6. Click **3D** to change the map from two dimensions to three. You can use the 3-D mode in the road and aerial views. (The first time you click the 3D button, you will be prompted to download additional plug-in software from Microsoft. You can't view 3-D maps without this software.)

To rotate the image, press the **CTRL** key on your keyboard and hold down the left mouse button as you move the mouse around. Maneuvering in 3-D can be tricky, so it might take some practice before you're able to view the map exactly as you'd like.

Note: You can also change the 3-D view by clicking the **Rotate camera** and **Tilt** buttons.

Maps and Family History

While maps are often sought for their visual appeal, they also can offer clues to locating records and information about your family. Using a variety of geographic resources, you can follow your ancestors' lives as they move from city to city, state to state, and sometimes country to country. Maps can also help you learn where local record repositories, courthouses, and cemeteries are located. Here are some examples of different resources you might want to locate:

- **Atlases.** Contain groups of maps for states, cities, and more.
- **Gazetteers or geographical dictionaries.** In addition to place names, these include information about various land features such as mountains, lakes, and rivers, and sometimes even cemeteries.
- **Road maps.** Show roads, highways, railroads, cities, and more.
- **Topographical maps.** Show land features, including hills, mountains, and bodies of water.
- **Political maps.** Show boundaries for states, counties, cities.

You should locate maps that show the land as it existed when your ancestors lived there. Because state, county, and city boundaries change over time, the more historically accurate the map is, the more useful it will be.

Moving Around a Map

If the part of the map that you want to see isn't available in the current view, you can quickly view any adjacent parts of the map by "dragging" it. Move the cursor over the map. When the cursor shape changes to a hand, click and hold down either mouse key. Now drag the map wherever you want.

Zooming In and Out on a Map

You can use the plus and minus buttons on the Map Tools to zoom in and out on the displayed map.

1. Click the plus sign (+) button to magnify the map one level at a time; click the button and hold the mouse button down to rapidly zoom in on the map.

2. Click the minus sign (-) button to minimize the map one level at a time; click the button and hold the mouse button down to rapidly zoom out on the map.

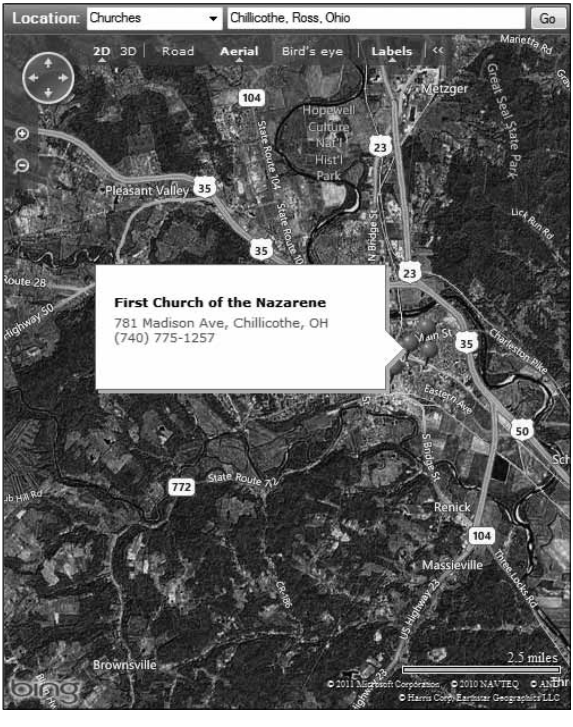
Note: If you try to view an area where satellite imagery is not available, the map will change to a white screen.

Finding Places of Interest

In addition to viewing event locations you've added to your tree, Family Tree Maker lets you search for places of interest such as libraries, cemeteries, and churches. If you're planning a genealogy research trip, you can use Family Tree Maker to view all the cemeteries and churches in your ancestor's hometown. You can also type in other attractions and sights you want to search for—try entering "hotel", "park", or even "gas station".

1. Click the **Places** button on the main toolbar.

2. If you have already entered the location in your tree, click its name in the **Places** panel; otherwise, enter the location's name in the blank field above the map (the one on the right).
3. Choose a location type (such as cemeteries) from the drop-down list and click **Go**. (You can also type in your own search term in the Location field.) Blue pushpins will appear for each location that matches your search.
4. Hover the mouse over a pushpin to see a name and address for the location (if available).

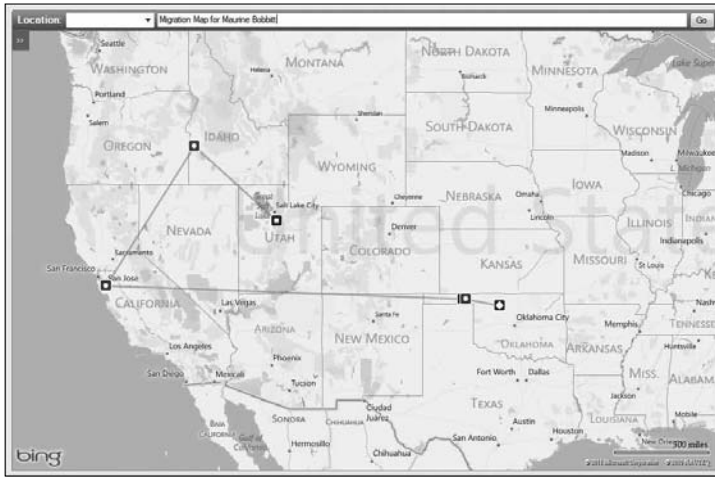


Printing a Map

Family Tree Maker lets you print maps directly from the software, whether it's an aerial shot of your ancestor's farm or the migration path your great-grandfather took across the country.

> Note: You can print two- and three-dimensional maps, but not bird's-eye views.

1. On the Places workspace, access the map you want to print. Because the map will print as it is shown in the display window, you may want to resize the workspace to display more of the map.



2. In the main toolbar, click the **Print** button and choose **Print Map** from the drop-down list. The Print window opens.

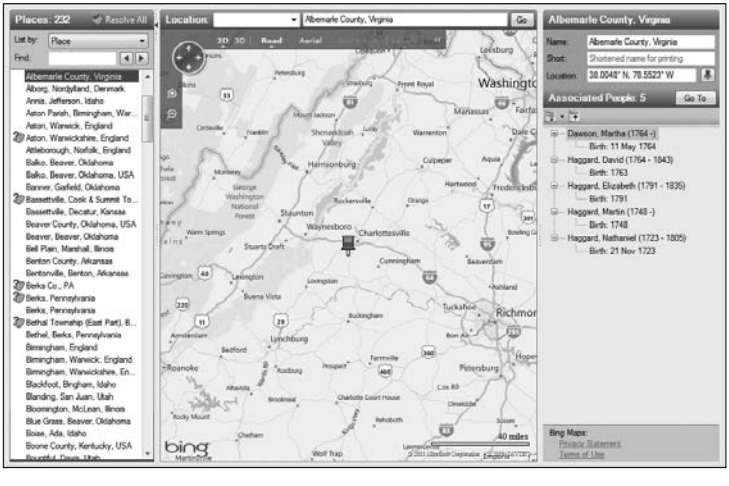
   Just like printing from any other application, you can choose a printer, select the number of copies to print, and more.

3. Click **Print**.

Viewing Facts Associated with a Location

When you enter a fact for an individual, you have the option to also enter the location where the event occurred. Family Tree Maker lets you view all the events that took place at a certain location—and view the people who are associated with each event.

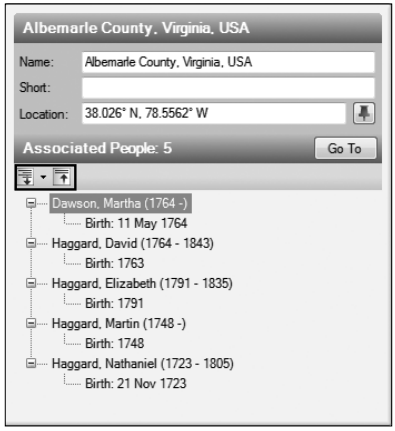
1. Click the **Places** button on the main toolbar.
2. Click a location in the **Places** panel.



In the panel on the right side of the window, you'll now see the name of the location and underneath it, a list of names. The individuals in the list all have life events associated with the location.

3. Do one of these options:
   - If you want to see the event that occurred at this location for a specific individual, click the plus sign (+) next to the individual's name.

- If you want to see the events that occurred at this location for all the individuals, click the **Expand all items** button on the toolbar and choose **Expand all**. (Click the **Collapse all items** button to close all the events.)
- If you want location events to always appear in the panel, click the **Expand all items** button on the toolbar and choose **Expand All on Load**.



Note: You can click the **Go To** button to access the highlighted event or individual in the People workspace.

Viewing Migration Maps

Maps can be one of the most useful family history resources you'll use when tracing an ancestor. Family Tree Maker lets you see at a glance all the locations that are connected with a specific individual or family. You can view locations important to an individual, track migration patterns, and maybe discover where to locate more records.

Viewing a Migration Map for an Individual

1. Click the **Places** button on the main toolbar. In the panel on the left side of the window, choose "Person" from the **List by** drop-down list.
2. Click the name of the individual whose locations you want to see. A map appears in the display area; the individual's birthplace is indicated by a green marker, and the individual's death place is indicated by a red marker.

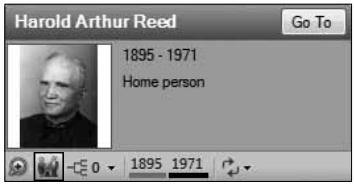
To the right of the map is a list of every fact you've entered for an individual—and its location.

3. Click the checkbox next to a fact to include the location of that event in the migration map.

4. Hover the mouse over a marker to see the location's name and the fact associated with it.

Viewing a Migration Map for a Family

1. Click the **Places** button on the main toolbar. In the **Places** panel, choose "Person" from the **List by** drop-down list and click the name of an individual.
2. To view the locations associated with the individual's immediate family (parents, siblings, spouse, and children), click the **Include immediate family** button in the mapping toolbar.

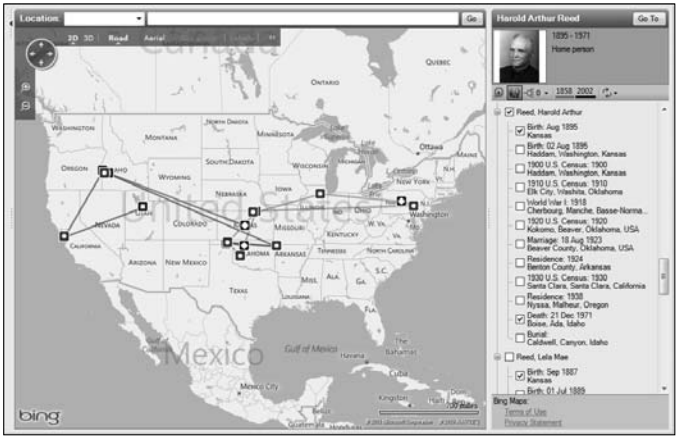


3. Click any individual's name to the right of the map to highlight his or her life events on the map. The migration path for the individual is indicated by a thick line.

Tip: You can change the color of a migration path by clicking the line color buttons in the mapping toolbar.

4. To view locations associated with an individual's ancestors (up to four generations), click the **Ancestor generations** button in the mapping toolbar and choose the number of generations from the drop-down.

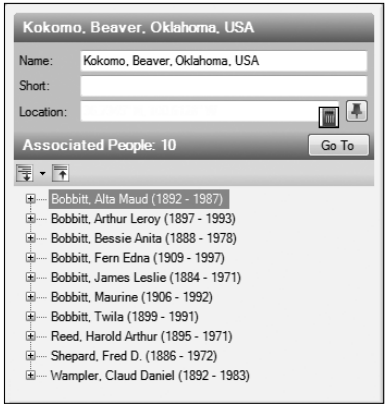
A labeled aerial map will appear in the display area: birthplaces are indicated by green markers, and death places are indicated by red markers; the migration path for each individual is indicated by a colored line.



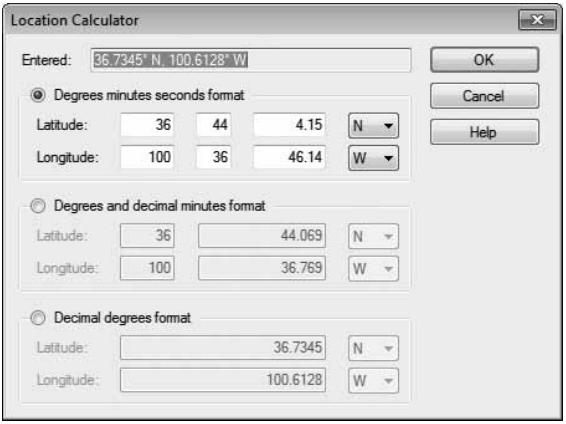
Entering GPS Coordinates for a Location

Although the online mapping feature is able to recognize millions of locations, there are times when it won't be able to identify the exact location of a place you've entered. Perhaps your relatives are buried in a rural cemetery that doesn't appear on the map. Or perhaps census records show that your family lived in a township that no longer exists. You can set the exact position for the location using GPS (Global Positioning System) coordinates.

1. Click the **Places** button on the main toolbar. In the **Places** panel, click the name of the location to which you want to add GPS coordinates.
2. Place your cursor in the **Location** field and then click the **Location calculator** icon that appears.


Kokomo, Beaver, Oklahoma, USA
Name:
Kokomo, Beaver, Oklahoma, USA
Short:
Location:
Associated People: 10
Go To
Bobbitt, Alta Maud (1892 - 1987)
Bobbitt, Arthur Leroy (1897 - 1993)
Bobbitt, Bessie Anita (1888 - 1978)
Bobbitt, Fern Edna (1909 - 1997)
Bobbitt, James Leslie (1884 - 1971)
Bobbitt, Maurine (1906 - 1992)
Bobbitt, Twila (1899 - 1991)
Reed, Harold Arthur (1895 - 1971)
Shepard, Fred D. (1886 - 1972)
Wampler, Claud Daniel (1892 - 1983)

The Location Calculator opens. You can enter the coordinates in degrees:minutes:seconds, degrees:decimal minutes, or decimal degrees.



3. Enter the coordinates for the location and click **OK**.

Entering a Display Name for a Location

Recording locations in a complete and consistent manner is an important part of creating a quality family history. Unfortunately, those long location names can become unwieldy and clutter your reports and charts. Family Tree Maker lets you enter your own shortened or abbreviated display names that can be used for charts and reports. For example, instead of a birthplace being listed as Heidelberg, Baden-Württemberg, Germany, you can enter Heidelberg, Germany, as the display name.

1. Click the **Places** button on the main toolbar. In the **Places** panel, choose "Place" from the **List by** drop-down list.

2. Click the name of the location you want to change.
3. In the **Short** field enter a display name.

Chapter Eight
Researching Your Tree Online

As you enter family stories and facts into Family Tree Maker, you will probably notice that more information about your family is waiting to be discovered—perhaps it's the burial location of your grandfather or the wedding certificate for your aunt and uncle. Family Tree Maker can help you fill in these gaps in your research. When you connect to the Internet, Family Tree Maker can automatically perform behind-the-scenes searches of Ancestry.com and alert you when it has found information that might match individuals in your tree.

You can also use Family Tree Maker to search the vast number of family history resources available on the Web. Search for information on RootsWeb.com, Genealogy.com, or any of your favorite websites. And if you find information that matches a family member, you can quickly add it to your tree—all without leaving Family Tree Maker.

Ancestry Hints

Family Tree Maker automatically searches thousands of databases on Ancestry.com—census records; birth, marriage, and death records; court and land records; immigration records; military records; family trees; and more—looking for information that matches people in your tree. When a possible match is found, a

green leaf or "hint" appears next to an individual's name in the pedigree view and editing panel on the People workspace.

You can view the results when it's convenient, and if the information is relevant, you can merge it into your tree.

> Note: If you don't want Family Tree Maker to automatically search Ancestry.com when you are connected to the Internet, you can turn this feature off. You can also exclude Ancestry Member Trees from hints. To change these preferences, click **Tools>Options**.

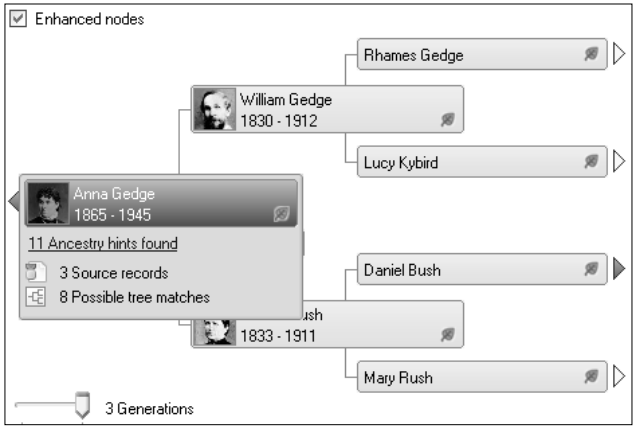
Viewing Hints

If Family Tree Maker finds records or trees on Ancestry.com that possibly match an individual in your tree, you'll see a green leaf next to the individual's name on the People workspace. To view these hints, simply move the mouse over the leaf icon and you'll see the number of records and trees that were found on Ancestry.com.

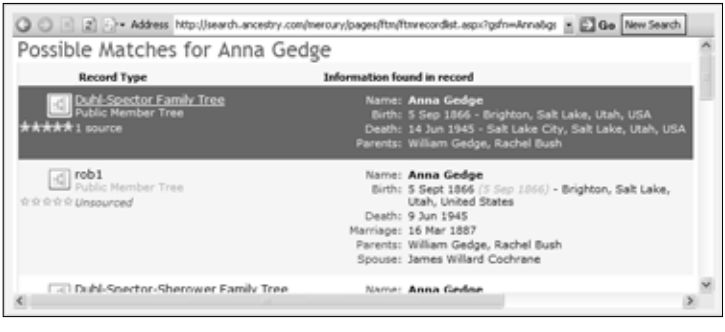
To view the actual records and trees on Ancestry.com, simply click the leaf. The Web Search workspace opens and displays the search results. If you find a record that matches the individual, you can quickly merge the results into your tree. If a search result doesn't match anyone in your tree, you can choose to ignore it—it will no longer show up on Ancestry hints.

> Note: To view Ancestry hint search results, you must register your copy of Family Tree Maker and have an Internet connection. To view the actual records, you must have a subscription to Ancestry.com.

1. Go to the **Family** tab on the People workspace. In the pedigree view or editing panel, move the mouse over the leaf icon next to an individual. You will see the number of records and trees that possibly match the selected individual.



2. Click the **Ancestry hints found** link. The Web Search workspace opens. In the browser you can see the Ancestry.com search results that are possible matches for the selected individual. You may need to scroll down the window to see all available results.

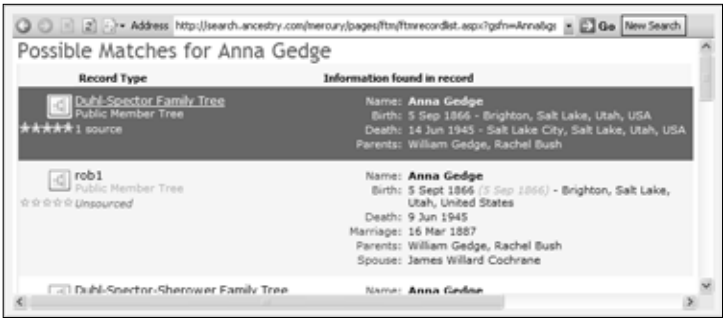

Address
Go
New Search
Possible Matches for Anna Gedge
Record Type
Information found in record
Dubl-Spector Family Tree
Public Member Tree
1 source
Name: Anna Gedge
Birth: 5 Sep 1866 - Brighton, Salt Lake, Utah, USA
Death: 14 Jun 1945 - Salt Lake City, Salt Lake, Utah, USA
Parents: William Gedge, Rachel Bush
rob1
Public Member Tree
Unsourced
Name: Anna Gedge
Birth: 5 Sept 1866 (5 Sep 1866) - Brighton, Salt Lake, Utah, United States
Death: 9 Jun 1945
Marriage: 16 Mar 1887
Parents: William Gedge, Rachel Bush
Spouse: James Willard Cochrane

3. Click on any search results that interest you. If the record matches someone in your family, you can merge the information into your tree. (For instructions see "Merging Ancestry.com Records into a Tree.") If the record does not match anyone in your tree, you can choose to ignore the record. (For instructions see the next task, "Ignoring Hints".)

Ignoring Hints

If one of the hints you've accessed is not relevant to anyone in your tree, you can choose to ignore it. That way the record won't show up in Ancestry hints again.

1. Access the Ancestry hints for an individual.
2. On the Possible Matches page, click the search result that you want to ignore.


Address
Go
New Search
Possible Matches for Anna Gedge
Record Type
Information found in record
Dubl-Spector Family Tree
Public Member Tree
1 source
Name: Anna Gedge
Birth: 5 Sep 1866 - Brighton, Salt Lake, Utah, USA
Death: 14 Jun 1945 - Salt Lake City, Salt Lake, Utah, USA
Parents: William Gedge, Rachel Bush
rob1
Public Member Tree
Unsourced
Name: Anna Gedge
Birth: 5 Sept 1866 - Brighton, Salt Lake, Utah, United States
Death: 9 Jun 1945
Marriage: 16 Mar 1887
Parents: William Gedge, Rachel Bush
Spouse: James Willard Cochrane

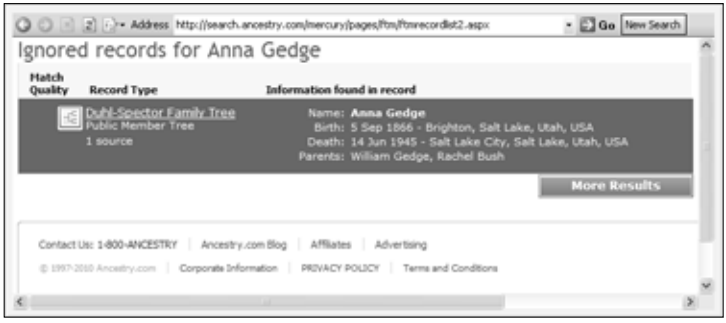
3. On the Search Result Detail toolbar, click the **Ignore record** button (a circle with a diagonal line through it).

The Ignore record button changes to yellow to show that the record is being ignored. When you return to the Person workspace this record will not appear in Ancestry hints.

Viewing Ignored Hints

If you've chosen to ignore specific Ancestry hints for an individual, you can still access the results at a later time.

1. Click the **Web Search** button on the main toolbar. Using the mini pedigree tree or Index of Individuals button, choose the individual whose hints you'd like to view.
2. Click **Search>View Ignored Records**. (If this individual has no ignored records, a message appears; click **OK** and choose another individual.)



3. If you want to take the search result off the Ignore list, click the **Ignore record** button (a circle with a diagonal line through it).

The Ignore record button changes back to blue. This record will be included again in Ancestry hints again.

What Can I Find on Ancestry.com?

Ancestry.com is the world's largest online resource for family history records and family trees. It has thousands of unique databases containing 6 billion historical records—with more being added all the time. If you don't find what you're looking for today, try again in a few weeks. Here's a sample of the wealth of resources available on Ancestry:

- The world's only complete U.S. census collection (1790–1930). You'll also find census records for Canada and the UK.
- The largest online collection of immigration records, with passenger lists from 1820 to 1960.
- More than 60 million African American records, including slave narratives, censuses, and U.S. Colored Troops service records.
- Birth, marriage, and death records.
- More than 100 million military records covering the 1600s through Vietnam.
- Historical newspapers spanning the 1700s through 2003.
- More than 20,000 books—local histories, memoirs, journals, biographies, and more.
- Court, land, and probate records.
- Thousands of photos from the Library of Congress, maps beginning in the 1500s, historical photographs dating back to the mid-1800s, land ownership maps, and millions of photos uploaded by Ancestry members.
- Almost 25 million family trees from all over the world—created by researchers just like you. Within these trees you'll find 60 million photographs, scanned documents, and written stories.

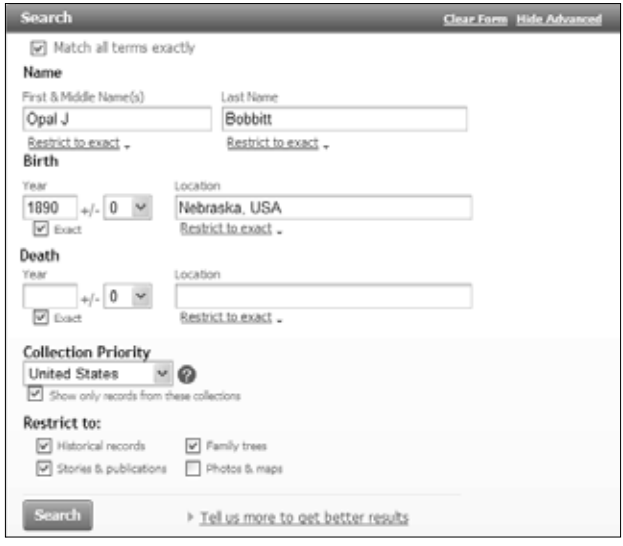
Searching Ancestry.com

You don't have to wait for Ancestry hints to help you locate records for your family. Family Tree Maker connects directly to Ancestry.com so you can search the millions of available records at any time.

> Note: Although anyone can view Ancestry.com search results, you must have a subscription to access the actual records and images.

1. Click the **Web Search** button on the main toolbar.
2. Click "Ancestry.com" in the Search Locations list. If you want to research a different individual than the one who is currently selected, use the mini pedigree tree or Index of Individuals button to choose the appropriate person.

   In the browser you'll notice that the search fields have already been filled in with the selected individual's information.



By each field you'll see an Exact checkbox. You can use this option to limit your searches to records that match your search terms exactly. To get the most out of an exact search, you should start by only entering one or two search terms, such as name and location.

3. Add or delete names, dates, and places as necessary.
4. If you want records relating to a specific country or ethnicity listed first in your search results, choose an option from the **Collection Priority** drop-down list.
5. You can limit your search results to a specific type of record:
   - Click the **Historical Records** checkbox to search for census records, military and immigration records, birth records, etc.
   - Click the **Stories and Publications** checkbox to search for member-submitted stories, newspapers, county histories, etc.
   - Click the **Family Trees** checkbox to search trees submitted by members.
   - Click the **Photos and maps** checkbox to search maps, postcards, photo collections, and member-submitted photos.
6. After making your selections, click **Search**. A page of search results appears. On the left side of the page you'll see your search terms. On the right side you'll see the different records

on Ancestry that might match your family member. Notice that each match has a rating—the greater the number of stars, the better the match will be.

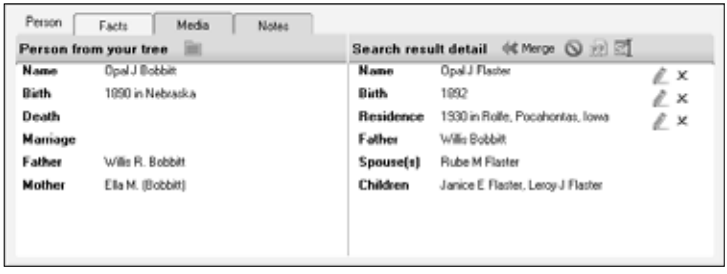
7. If you get a large number of search results or matches, you can add more information to narrow your search. Try adding more dates, a spouse's name, gender, or race. (You can also narrow your search by clicking a category link on the left side of the window.) If you get too few results or no matches, delete one or more of your search terms to broaden your search.

Search Tips

When you search records at Ancestry, it puts the best matches at the top of the list. Ancestry also includes name variations, abbreviations, and nicknames in a search. But if you're searching for an elusive ancestor, you may need some additional assistance. Here are some tips to help you get the most out of your searches:

- **Use wildcards.** Wildcards are special symbols used to represent unknown letters in a name. You can use an asterisk for up to six characters. For example, a search for "fran*" will return matches such as Fran, Franny, Frank, Frannie, and Frankie. Use a question mark for a single character. For example, a search for "Hans?n" will return matches such as Hansen and Hanson.
- **Search for similar-sounding names.** If you are using the "Exact matches" option, you can search for last names that "sound like" the one you're looking for. For example, a search for Smith would return Smithe, Smyth, and Smythe. To use this type of search, click the "Restrict to exact" link under the individual's surname. Then click the **Soundex** and **Phonetic** checkboxes.
- **Estimate dates.** If you're not sure of the exact date of an event, make an educated guess. You'll get much better results than if you leave the field blank.
- **Add multiple locations.** If your family member lived in New York, Pennsylvania, and Illinois, add each of these residences to your search and you'll get search results for all locations at once. To do this, click the "Show Advanced" link at the bottom of the search page. Then add additional locations in the event location fields.
- **Narrow your search by content.** Try searching for a specific type of content, such as a family trees, historical records, or photo and maps. To do this, click the necessary checkboxes at the bottom of the search form.
- **Search in specific collections.** Ancestry has special collections focused on countries and ethnicities. If you're looking for an individual who lived in only one country, you can narrow your search to that location. Simply choose an option from the "Collection Priority" dropdown list.

8. Click a search result to see the record or index. The tab at the bottom of the window lets you compare, side-by-side, the facts in your tree with the details found in the highlighted record.



9. If the information matches what you already know about the individual and his or her family, you can merge the information into your tree. (For instructions see the next task, "Merging Ancestry.com Records into a Tree.")

Merging Ancestry.com Records into a Tree

Once you identify a relevant record or family tree on Ancestry.com, you can merge the information directly into your tree using the Web Merge Wizard. You can choose the pieces of information you wish to incorporate and whether that information should become "preferred" or "alternate" information. It will even include record images and source information for you automatically.

> Note: It is always a good idea to save a backup of your file before making major changes using Web Merge.

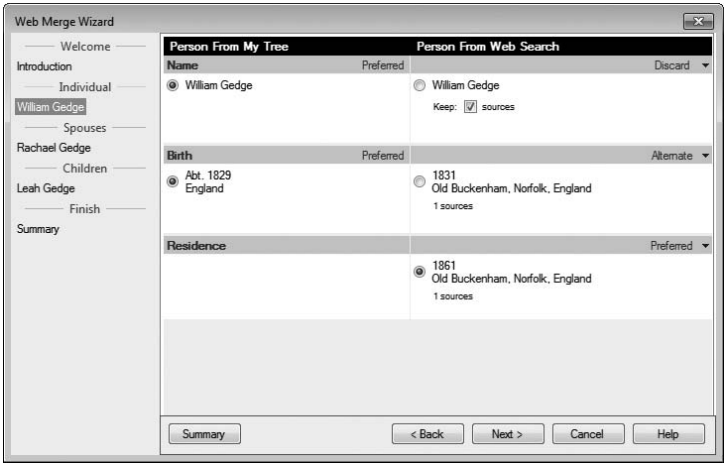
1. In the Web Search workspace, access the Ancestry.com record or tree that you want to merge into your tree.
2. Make sure the individual you want to merge the record to is selected in the Person from Your Tree section. If you need to merge the record with a different person, click the **Select a Different Person** button (a file folder icon) in the toolbar. Choose an individual and click **OK**.

   The bottom of the window displays the information in your tree compared side-by-side with the information found in the Ancestry record.

3. Click **Merge**. The Web Merge Wizard will launch. Depending on the type of record you're accessing, the wizard may contain multiple pages.

   The left side of the window lists the names of all the people included in the record you are merging. As you move through the wizard, each individual will be highlighted as you make decisions about his or her information. Next to the individuals' names, you'll see two columns: the Person from My Tree column shows the information you already have in your tree

and the Person from Web Search column shows the information from the record you are merging into your tree.



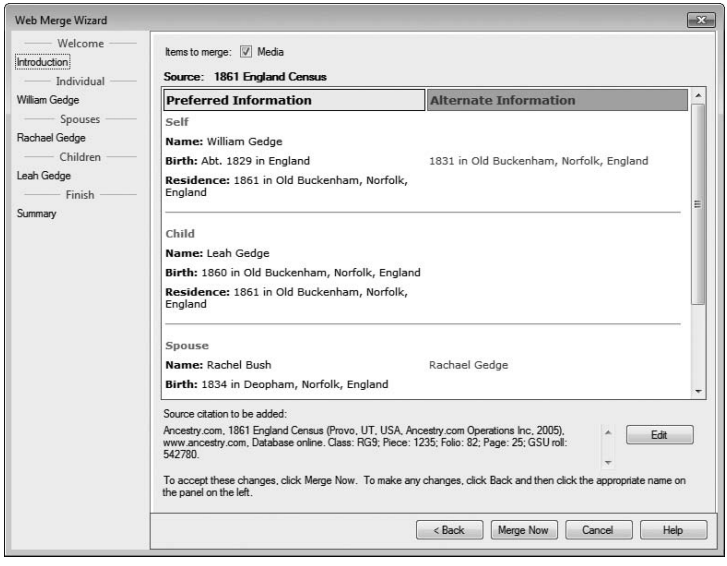
4. Use the buttons next to the facts in the two columns to determine how each fact will be merged:
   - To keep a fact and mark it as "preferred," select the button next to the fact. The corresponding fact for the other individual will be merged as an alternate fact unless you choose to discard it.
   - To remove a fact from the merge, click the arrow next to the Alternate heading and choose "Discard" from the drop-down list. This fact will not be merged into your tree. Though you may choose to discard some facts for a person, it is usually a good idea to keep all facts in case they turn out to be relevant.

If you choose to discard a fact, you still have the option to include its source in the merge. Click the **Keep sources** checkbox and the source will be merged with the fact you are keeping.

5. Click **Next** and do one of these options:
   - If the individual you want to merge has parents, spouse(s), or children associated with the record, the Web Merge Wizard asks you if you want to add the information found for the first additional family member. Continue with the next step.
   - If the individual does not have siblings or parents associated with this source, click the **Next** button to go to the Summary window. Skip to step 8.
6. Choose what you want to do with each family member. You can ignore the person, add the person as a new individual in your tree, or merge the person with an existing individual in your tree.

   The details about the additional family members appear in the Person from Web Search column, while the information you already have in your tree appears in the Person from My Tree column. You can compare the information you have with what Family Tree Maker has found on Ancestry.com. If more than one individual appears in the Person from My Tree column, you will need to select the individual with whom you want to merge the new information.
7. Click **Next** and complete step 6 for every name in the record until all additional family members have been looked through.

When you have made decisions for each family member, the Summary window opens.



8. Verify your selections in the Summary window. If you want to include an image of a record as a media item, click the **Media** checkbox. When you're ready, click **Merge Now**. A message tells you when the Web Search result has been successfully merged into your tree. Click **OK** to close the message.

Note: You *cannot* undo a merge. However, if you decide you made a mistake, you can simply delete the fact(s) or source(s) that you added during the merge.

Searching Online with Family Tree Maker

With Family Tree Maker, you have a convenient starting point for researching and expanding your family history—without interrupting your work. You can explore the Web using any of your favorite search engines or genealogy websites. Although Family Tree Maker won't automatically search websites other than Ancestry.com, it does provide a "Web clipping" tool that lets you select text and images you're interested in and add it to individuals in your tree.

1. Click the **Web Search** button on the main toolbar. Using the mini pedigree tree or Index of Individuals button, choose the individual whose information you want to search for.
2. In **Search Locations**, click the website that you want to search, or enter a website in the **Address** field of the Web browser. The website opens.

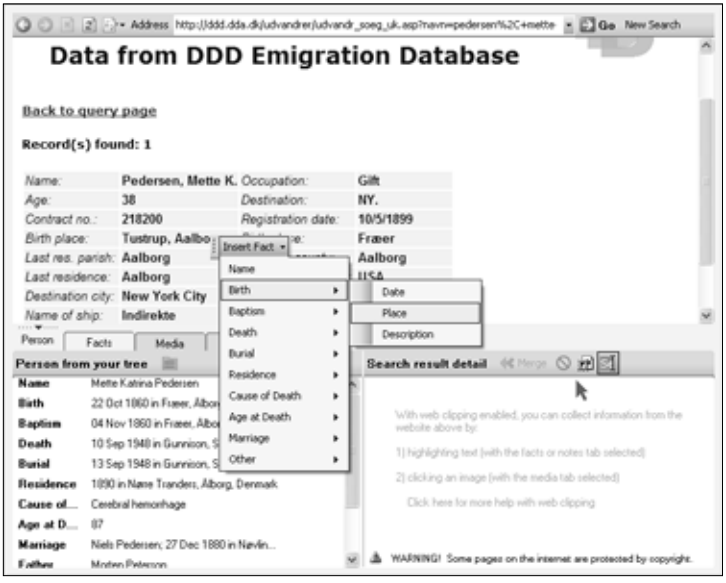
3. Look for information on your ancestors just as you would if you were performing any kind of online search.

Copying Online Facts

If you find family facts such as a birth date or birthplace on a website that you'd like to add to your tree, you can use the Family Tree Maker "Web clipping" tool to select the information. In some cases, Family Tree Maker will recognize the type of information you're trying to add and will give you relevant fields to choose from. For example, if you try to add information from the Social Security Death Index, you'll have the option to add the selected text to a name, Social Security Number, birth fact, death fact, or Social Security Issued fact.

1. Access the website you want to copy facts from.
2. If you want to link the facts to a person in your tree who is different from the currently selected individual, click the **Select a different person** button in the Person from Your Tree section. Choose an individual and click **OK**.
3. Click the **Facts** tab at the bottom of the window. On the Search Result Detail toolbar, click the **Enable web clipping** button. (You can tell when Web clipping is enabled because the icon has a yellow box around it.)

4. Move the mouse over text on the website until the pointer turns into a cursor. Highlight the text you want you want to copy. A drop-down list appears.



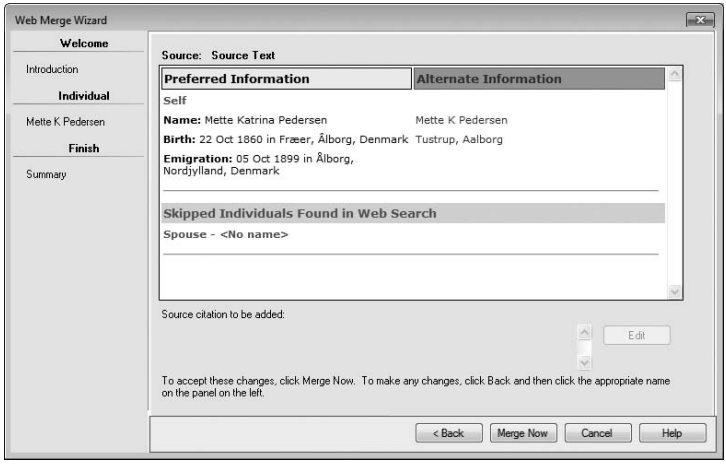
5. Choose a fact from the **Insert Fact** drop-down list. For example, you can choose the birthplace fact. The highlighted information now appears in the Search Result Detail section.

   Note: You can add multiple facts to your tree before merging the information; you don't need to merge each fact separately.

6. When you have selected all the information you want, click **Merge**. The Web Merge Wizard will launch.

7. Use the buttons next to the facts in the two columns to determine how each fact will be merged:
   - To keep a fact and mark it as "preferred," select the button next to the fact. The corresponding fact for the other individual will be merged as an alternate fact unless you choose to discard it.
   - To remove a fact from the merge, click the arrow next to the Alternate heading and choose "Discard" from the drop-down list. This fact will not be merged into your tree. Though you may choose to discard some facts for a person, it is usually a good idea to keep all facts in case they turn out to be relevant.

     If you choose to discard a fact, you still have the option to include its source in the merge. Click the **Keep sources** checkbox and the source will be merged with the fact you are keeping.
8. Click **Summary** to see how the information will be added to your tree. If necessary, click **Edit** to enter a source citation for



the information. (The default source citation is the URL, or Web address, where the information was located.)

9. Click **Merge Now**. A message tells you when the online facts have been successfully merged into your tree. Click **OK** to close the message.

Copying an Online Image

You may find family photos or images of historical documents online that will enhance the family history you're compiling. Family Tree Maker makes it easy to add these directly from a website to your tree.

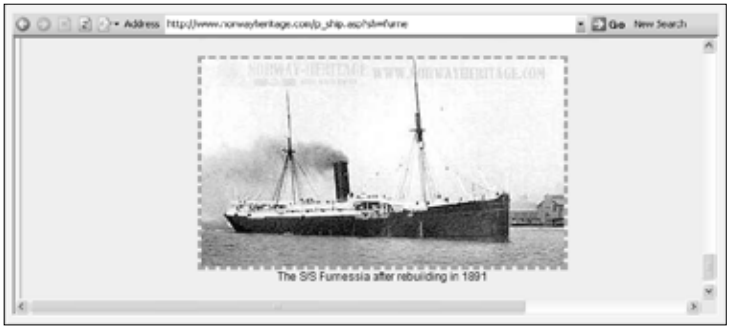
> Note: Before downloading any images from the Web, make sure you aren't violating any copyright restrictions and/or get permission from the owner.

1. Access the online image you want.
2. If you want to link the image to a person in your tree who is different from the currently selected individual, click the **Select a different person** button in the Person from Your Tree section. Choose an individual and click **OK**.
3. Click the **Media** tab at the bottom of the window. On the Search Result Detail toolbar, click the **Enable web clipping**

Person
Facts
Media
Notes
Person from your tree
Search result detail
Home in Chistiarbeg
Home in Gunnison
Media_portrait_Square.bmp
With web clipping enabled, you can collect information from the website above by:
1) highlighting text (with the facts or notes tab selected)
2) clicking an image (with the media tab selected)
Click here for more help with web clipping
WARNING! Some pages on the internet are protected by copyright

button. (You can tell when Web clipping is enabled because the icon has a yellow box around it.)

4. Move the mouse over the Web page until the image you want is highlighted by a green dotted line.



5. Click the highlighted image. A thumbnail of the image appears in the Search Result Detail section.
6. When you have selected all the images you want, click **Merge**. A message tells you when the image has been successfully merged into your tree. Click **OK** to close the message.

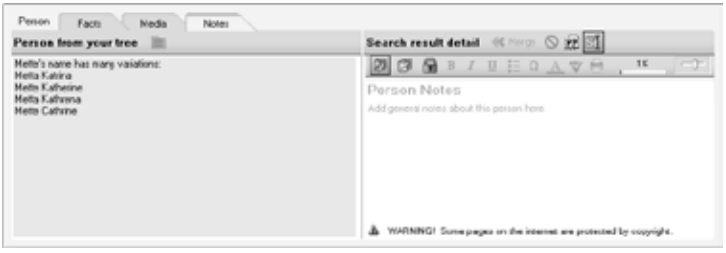
   Note: The image will be linked to the person displayed in the "Person from Your Tree" section. You can now view the item on the Media workspace. If you want to link the image to another person in your tree, see "Linking a Media Item to Multiple Individuals."

Copying Online Text to a Note

While you're looking online for information about your family, you may come upon interesting stories about the founding of your grandfather's hometown or a description of the ship your great-

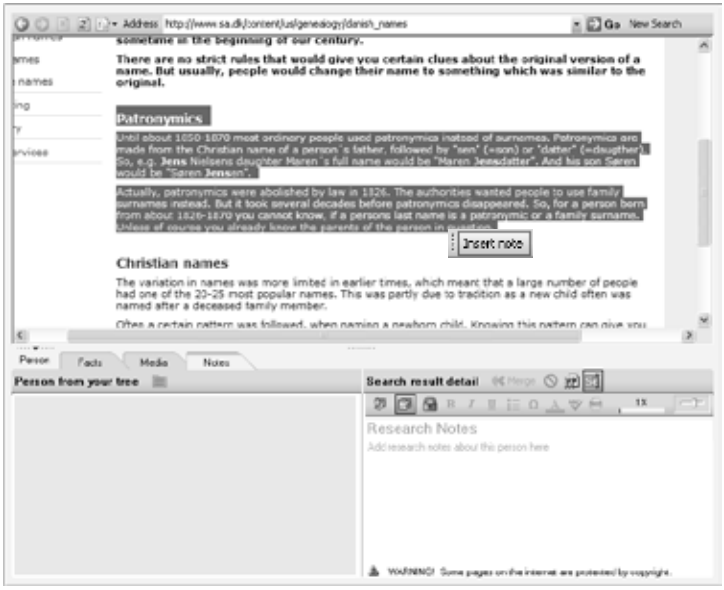
grandparents sailed to America on. Or you might find clues that will help you further your research goals. You can easily preserve this type of information using the "Web clipping" tool.

1. Access the website you want to copy information from.
2. If you want to link the notes to a person in your tree who is different from the currently selected individual, click the **Select a different person** button in the Person from Your Tree section. Choose an individual and click **OK**.
3. Click the **Notes** tab at the bottom of the window. If you want to add the information as a personal note, click the **Person note** button on the toolbar. If you want to add the information as a research note, click the **Research note** button on the toolbar.



4. On the Search Result Detail toolbar, click the **Enable web clipping** button.

5. Move the mouse over text on the website until the pointer turns into a cursor. Highlight the text you want to copy. The Insert note button appears.


Address http://www.sa.dk/content/us/genealogy/danish_names
Go
New Search
There are no strict rules that would give you certain clues about the original version of a name. But usually, people would change their name to something which was similar to the original.
Patronymics
Insert note
Christian names
The variation in names was more limited in earlier times, which meant that a large number of people had one of the 20-25 most popular names. This was partly due to tradition as a new child often was named after a deceased family member.
Person
Facts
Media
Notes
Person from your tree
Search result detail
Research Notes
Add research notes about the person here

6. Click **Insert note**. The information now appears in the Search Result Detail section.

7. Click **Merge**. A message tells you when the note has been successfully merged into your tree. Click **OK** to close the message.

   Note: The notes will be linked to the person displayed in the Person from Your Tree section. To view the notes later, go to the individual's Person tab on the People workspace. Then click the Notes tab at the bottom of the window.

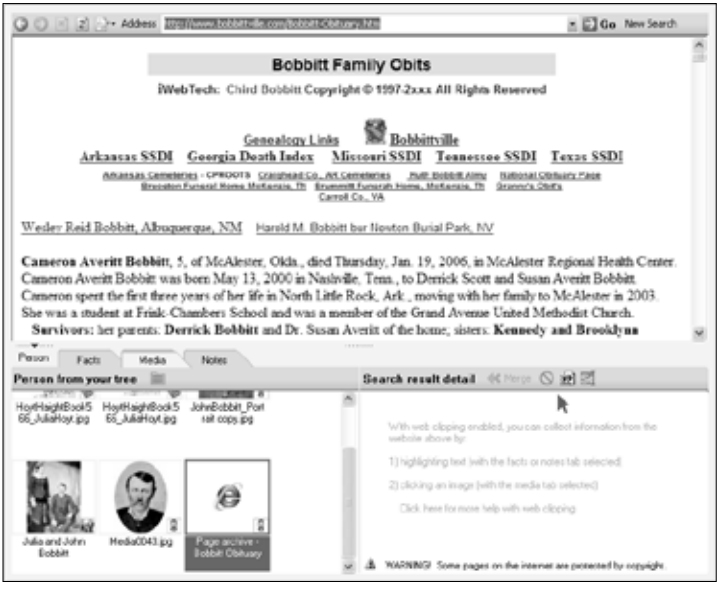
Archiving a Web Page

Websites are constantly changing and even disappearing. If you find a website you want to refer to multiple times, or if you find a site that contains too much information to read in one sitting, you might want to archive the Web page. That way, you can read the page's contents and continue your research when it's convenient for you—without being connected to the Internet. When you archive a Web page, Family Tree Maker will save a "snapshot" of the page in HTML format that can be opened in any Web browser.

1. Access the Web page you want to archive.
2. If you want to link the archived page to a person in your tree who is different from the currently selected individual, click the **Select a different person** button in the Person from Your Tree section. Choose an individual and click **OK**.
3. Click the **Facts**, **Media**, or **Notes** tab. In the Search Result Detail toolbar, click the **Create page archive** button (a picture frame icon). A thumbnail of the page appears in the Search Result Detail section.

4. Click **Merge**. A message tells you when the archived Web page has been successfully merged into your tree. Click **OK** to close

the message. A link to the page now appears in the Person from Your Tree section.



Note: The archived page will be linked to the person displayed in the Person from Your Tree section. To view the archived page, click the Media button on the main toolbar to access it on the Media workspace.

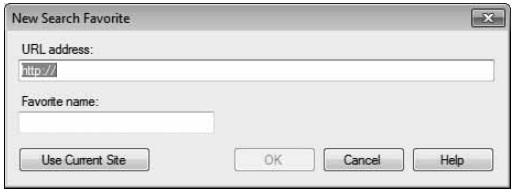
Managing Research Websites

As you discover websites that contain valuable information for your family tree, you'll want to add them to your list of favorite websites so they're easy to visit again. Websites you add will appear in your favorites list on the left side of the Web Search workspace under the Personal Favorite Sites heading.

Adding a Website to Your Favorites List

1. Click the **Web Search** button on the main toolbar. In **Search Locations**, click the **New** button.
2. If you are currently accessing the website, click the **Use Current Site** button. If not, enter the address for the website in the

URL address field. For example, for the Kentucky GenWeb site, you would enter "www.kygenweb.net".



3. Enter a name for the website in the **Favorite name** field. This can be any name that helps you identify the website.
4. Click **OK**. The new website now appears in your list of personal favorites.

Sorting Your Website Favorites List

After you've gathered quite a few favorite sites, you can sort the list so it appears in an order that's useful to you. For example, if you visit certain websites daily, you may want to put these websites at the top of the list

1. Click the **Web Search** button on the main toolbar. Click **Manage Favorites**.

2. To display the websites in alphabetical order, click **Sort favorites alphabetically**. To choose your own display order for the websites, click a website in the "Personal favorites list" and then click the up and down arrows. When you're finished, click **OK**.

Part Three

Creating Charts, Reports, and Books

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Chapter Nine
Creating Family Tree Charts

After spending time gathering, compiling, and entering your family's history, it's time to reward yourself, show off your hard work, and bring your family history to life. Family Tree Maker offers a wide variety of family tree charts to help you. Add your own personal touch by customizing the charts with attractive backgrounds, colors, photos, fonts, and more. These charts help you quickly view the relationships between family members and are also a fun way to share your discoveries—hang a framed family tree in your home, print out multiple copies to share at a family reunion, or email customized charts to distant relatives.

As you begin creating your own charts, you might want to experiment with various formatting options, print out different versions, and see what you like best.

Pedigree Charts

The pedigree chart is the standard tool of genealogists and what most people think of when they hear the term "family tree." This type of chart shows the direct ancestors of one individual—parents, grandparents, great-grandparents, and so on.

Standard Pedigree Charts

In the standard pedigree chart (fig. 9-1), the primary individual is on the left side of the tree, with ancestors branching off to the right—paternal ancestors on top and maternal ancestors on bottom.

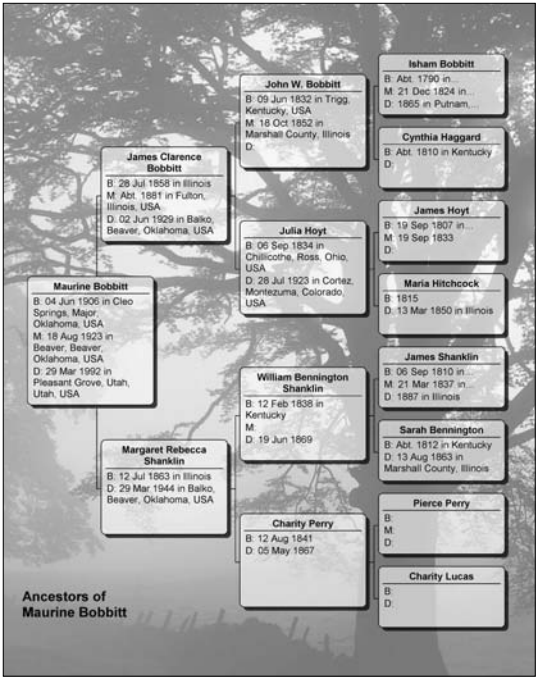

Isham Bobbitt
B: Abt. 1790 in
M: 21 Dec 1824 in
D: 1865 in Putnam,
John W. Bobbitt
B: 09 Jun 1832 in Trigg, Kentucky, USA
M: 18 Oct 1852 in Marshall County, Illinois
D:
Cynthia Haggard
B: Abt. 1810 in Kentucky
D:
James Clarence Bobbitt
B: 28 Jul 1858 in Illinois
M: Abt. 1881 in Fulton, Illinois, USA
D: 02 Jun 1929 in Balko, Beaver, Oklahoma, USA
James Hoyt
B: 19 Sep 1807 in
M: 19 Sep 1833
D:
Julia Hoyt
B: 06 Sep 1834 in Chillicothe, Ross, Ohio, USA
D: 28 Jul 1923 in Cortez, Montezuma, Colorado, USA
Maria Hitchcock
B: 1815
D: 13 Mar 1850 in Illinois
Maurine Bobbitt
B: 04 Jun 1906 in Cleo Springs, Major, Oklahoma, USA
M: 18 Aug 1923 in Beaver, Beaver, Oklahoma, USA
D: 29 Mar 1992 in Pleasant Grove, Utah, Utah, USA
James Shanklin
B: 06 Sep 1810 in
M: 21 Mar 1837 in
D: 1887 in Illinois
William Bennington Shanklin
B: 12 Feb 1838 in Kentucky
M:
D: 19 Jun 1869
Sarah Bennington
B: Abt. 1812 in Kentucky
D: 13 Aug 1863 in Marshall County, Illinois
Margaret Rebecca Shanklin
B: 12 Jul 1863 in Illinois
D: 29 Mar 1944 in Balko, Beaver, Oklahoma, USA
Pierce Perry
B:
M:
D:
Charity Perry
B: 12 Aug 1841
D: 05 May 1867
Charity Lucas
B:
D:
Ancestors of Maurine Bobbitt

Figure 9-1. A pedigree chart using a custom template.

Vertical Pedigree Charts

In the vertical pedigree chart (fig. 9-2), the primary individual is shown at the bottom of the page, with his or her ancestors branching above the individual—paternal ancestors on the left and maternal ancestors on the right.

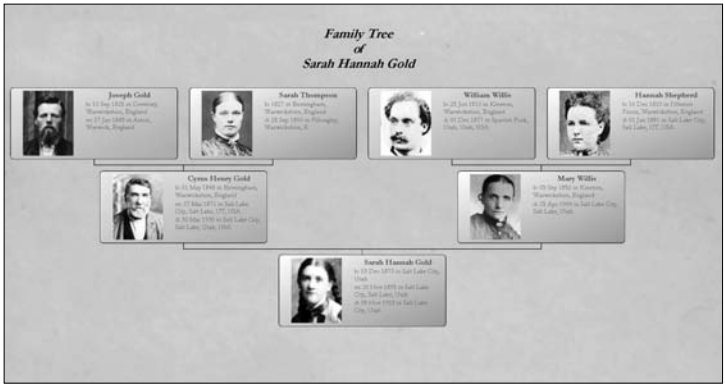


Figure 9-2. A customized vertical pedigree chart with images.

Hourglass Charts

An hourglass chart shows both the ancestors and descendants of a specific individual. The individual appears in the middle of the chart, with ancestors branching off in a shape similar to an hourglass.

> Note: Because of its shape and the number of individuals included, most hourglass charts look best as posters.

Standard Hourglass Charts

In the standard hourglass chart, the primary individual appears in the middle of the chart, with ancestors branching above and descendants extending below the person.

The chart in figure 9-3 shows an hourglass chart laid out as a poster. Notice the white spaces running vertically and horizontally across the pages. These show the margins of a standard 8½" by 11" sheet of paper. If you want to print the tree at home, you can use these guides to tape the pages together.

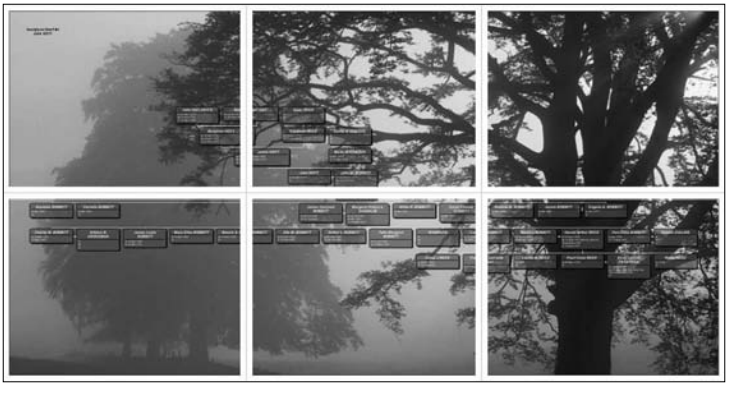


Figure 9-3. An hourglass poster spread over six pages.

You can also create standard hourglass charts that are useful for including in family history books. When you use the book layout, the chart is condensed into a series of individual family trees that appear on separate pages. The chart in figure 9-4 shows one page of a multi-page book-layout chart. Notice the numbered box at the bottom right of the chart. When you are viewing the chart

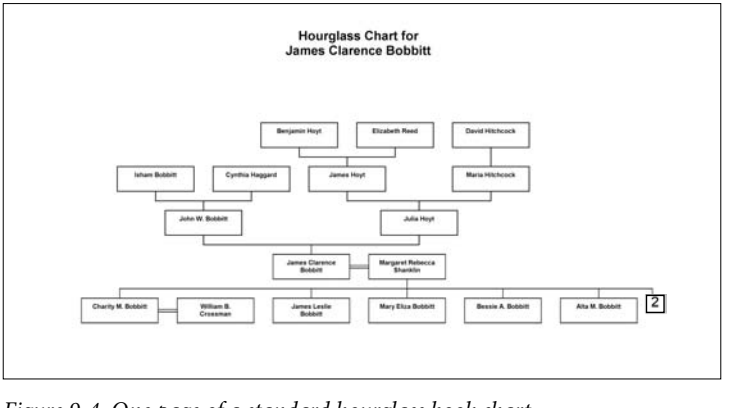


Figure 9-4. One page of a standard hourglass book chart.

in Family Tree Maker, you can click one of these boxes to access that page of the chart. And when your chart is printed out, the numbered boxes help you navigate to related individuals found on other pages in the chart.

Horizontal Hourglass Charts

In the horizontal hourglass chart (fig. 9-5), the primary individual appears in the middle of the chart with ancestors branching to the right and descendants extending to the left of the person.

Figure 9-5. A horizontal hourglass chart with embellishments.

Descendant Charts

The descendant chart shows the direct descendants of an individual—children, grandchildren, great-grandchildren, and so on. The primary individual is shown at the top of the chart, with descendants underneath in horizontal rows. You can also create a chart that shows the direct line between two selected individuals (fig. 9-6).

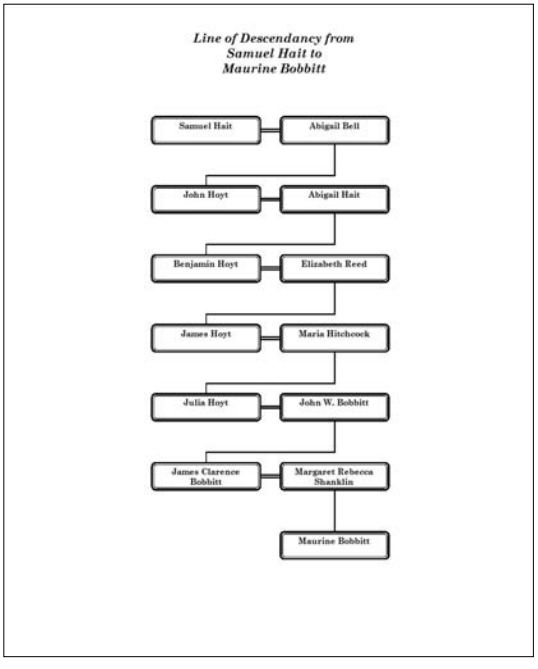


Figure 9-6. A direct-line descendant chart.

Bow Tie Charts

In the bow tie chart (fig. 9-7), the primary individual appears in the middle with paternal ancestors branching off to the left and maternal ancestors branching to the right.

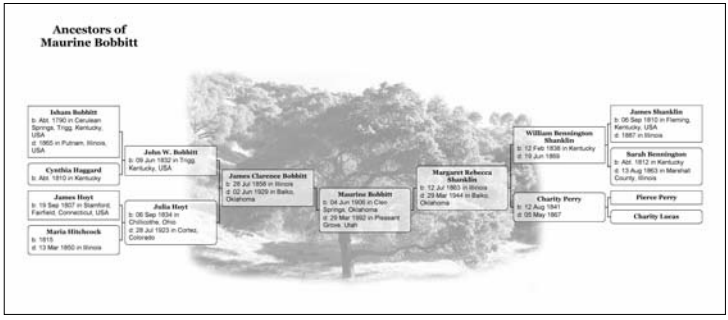

Ancestors of
Maurine Bobbitt
Isham Bobbitt
b: Abt. 1790 in Cerulean Springs, Trigg, Kentucky, USA
d: 1865 in Putnam, Illinois, USA
Cynthia Haggard
b: Abt. 1810 in Kentucky
James Hoyt
b: 19 Sep 1807 in Stamford, Fairfield, Connecticut, USA
Maria Hitchcock
b: 1815
d: 13 Mar 1850 in Illinois
John W. Bobbitt
b: 09 Jun 1832 in Trigg, Kentucky, USA
Julia Hoyt
b: 06 Sep 1834 in Chillicothe, Ohio
d: 28 Jul 1923 in Cortez, Colorado
James Clarence Bobbitt
b: 28 Jul 1856 in Illinois
d: 02 Jun 1929 in Balko, Oklahoma
Maurine Bobbitt
b: 04 Jun 1906 in Cleo Springs, Oklahoma
d: 29 Mar 1992 in Pleasant Grove, Utah
Margaret Rebecca Shanklin
b: 12 Jul 1893 in Illinois
d: 29 Mar 1944 in Balko, Oklahoma
William Bennington Shanklin
b: 12 Feb 1838 in Kentucky
d: 19 Jun 1899
Charity Perry
b: 12 Aug 1841
d: 05 May 1867
James Shanklin
b: 06 Sep 1812 in Fleming, Kentucky, USA
d: 1887 in Illinois
Sarah Bennington
b: Abt. 1812 in Kentucky
d: 13 Aug 1863 in Marshall County, Illinois
Pierce Perry
Charity Lucas

Figure 9-7. A customized bow tie chart.

Family Tree Charts

In the family tree chart (fig. 9-8), the primary individual appears at the bottom of the chart, with ancestors branching above him or her in a tree shape.

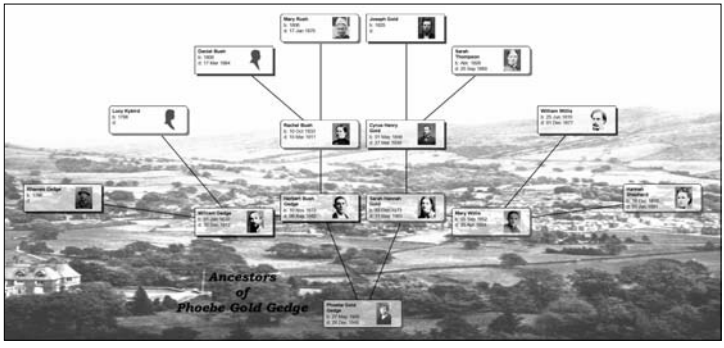


Figure 9-8. A customized family tree chart with images.

Fan Charts

A fan chart displays an individual's ancestors in a circular shape, one generation per level. The primary individual is at the center or bottom of the chart. You can choose between a full circle, semi-circle (fig. 9-9), quarter-circle, and more.

> Note: Because of its shape and the number of individuals included, this chart is available only in poster layout.

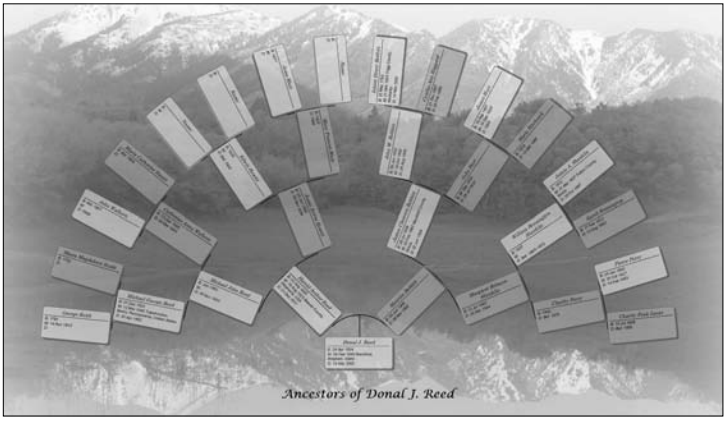


Figure 9-9. A customized semi-circle fan chart.

Extended Family Charts

The extended family chart (see fig. 9-10 on the next page) can display every individual you've entered in your tree or just the people you select. The chart is arranged so that each generation appears on a separate horizontal row: children, parents, and grandparents, etc.

> Note: Because of its shape and the number of individuals included, this chart is available only in poster layout.

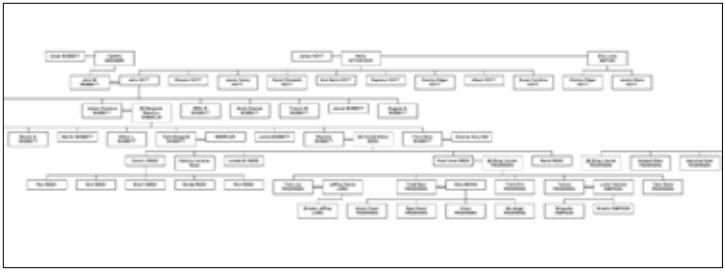


Figure 9-10. A section of a default extended family chart.

Relationship Charts

The relationship chart (fig. 9-11) is a graphical representation of one person's relationship to another—including the relationship

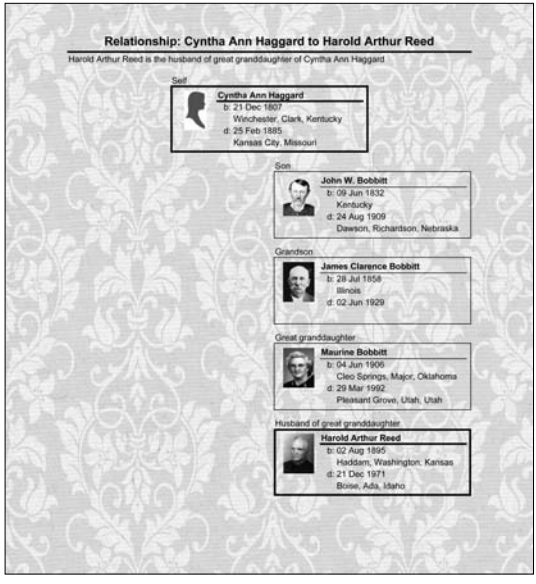


Figure 9-11. A relationship chart with a patterned background.

of each person in between. The common relative is shown at the top of the chart, with direct-line ancestors and descendants shown vertically beneath the individual.

Creating a Chart

All charts are based on the last individual you were viewing in your tree. To change the primary individual in the chart, click his or her name in the mini pedigree tree above the chart, or click the Index of Individuals button and choose the person you want.

1. Go to the **Collection** tab on the Publish workspace. In **Publication Types**, click "Charts."
2. Double-click the chart icon, or select its icon and then click the **Detail** tab.
3. Use the editing panel to change the chart.

Customizing a Chart

You can customize the contents and format of charts. For example, you can determine which individuals and facts are included in the chart and choose background images and text options.

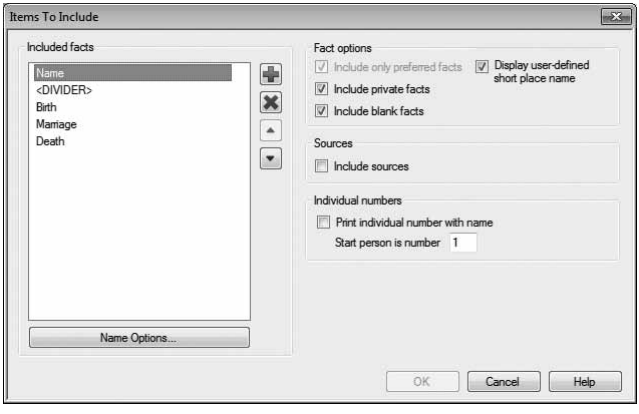
> Note: Once you've customized a chart, you can save your changes as a template so you can use the same settings again. For instructions see "Creating Your Own Template."

Choosing Facts to Include in a Chart

When customizing a chart, you can often choose which events or facts you'd like to include. Keep in mind, the more facts you include, the larger your tree will be.

1. Access the chart you want to change. In the editing toolbar, click the **Items to include** button.

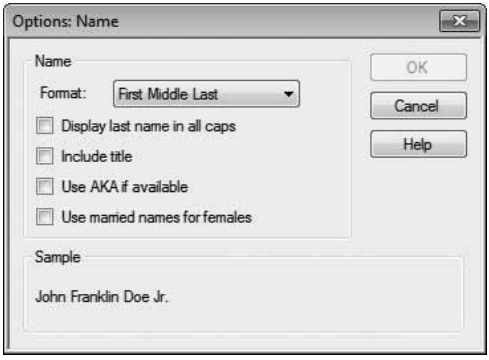
The Items to Include window opens. The default facts for the chart are shown in the Included facts list. You can add and delete facts for a chart and also change display options for each fact. For example, you can change the order in which a fact displays.



2. Do one of these options:
   - To delete a fact from a chart, click the fact in the Included facts list and click the red (**X**) button.
   - To add a fact to the chart, click the blue (+) button. The Select Fact window opens. Choose a fact from the list and click **OK**.
3. Click the **Print individual number with name** checkbox to have Family Tree Maker assign numbers to individuals included in the chart.

4. Choose which types of facts to include or exclude:
   - You may have multiple facts for the same event. Click **Include only preferred facts** to include only the facts designated as "preferred."
   - Click **Include private facts** to include facts designated as "private."
   - Click **Include blank facts** to include a fact field even if the fact has not been entered for an individual.
   - If you have entered shortened place names for locations, click **Display user-defined short place name** to use these locations in the chart.
5. To determine a fact's format in the chart, click the fact in the "Included facts" list and click the **Options** button. Then select the options you want and click **OK**.

   Note: The options for each fact vary. For example, with births, marriages, and deaths, you can include dates and locations.

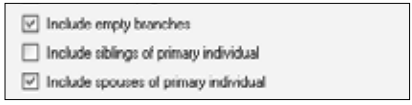


6. Click **OK** again.

Choosing Individuals to Include in a Chart

The type of chart you create determines which individuals are included in the chart. However, some charts let you include siblings and spouses.

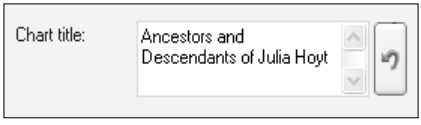
1. Access the chart you want to change. You can choose individuals for the chart in the editing panel.



2. To display empty boxes for individuals for whom you've entered no information, click **Include empty branches**.
3. To display the brothers and sisters of the primary individual in the chart, click **Include siblings of primary individual**.
4. To display the spouse(s) of the primary individual, click **Include spouses of primary individual**.
5. You can also choose the number of generations of ancestors (and/or descendants) to display in a chart. To do this, click the **Generations** up and down arrows to choose the number of generations you want to include.

Changing a Chart's Title

You can edit the title that appears at the top of a chart. Access the chart you want to change. In the editing panel, enter a name for the chart in the **Chart title** field.



Including Source Information with a Chart

You can include source information with a family tree chart. Sources are not displayed in the actual tree; each sourced fact has a number next to it that corresponds to a list of sources found at the bottom of the chart.

1. Access the chart you want to change. In the editing toolbar, click the **Items to include** button.
2. Click the **Include sources** checkbox. Then click **OK**.

Adding Images and Text to a Chart

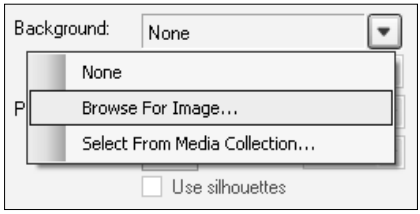
You can personalize your charts and make them more appealing by adding backgrounds, family photographs and portraits, or text.

Adding a Background Image

Family Tree Maker comes with several attractive images you can use as a chart's background. Or you can create a background

using images stored on your computer or family photos you've already added to your tree.

1. Access the chart you want to change. In the **Background** field in the editing panel, choose an image from the drop-down list:
   - To look for an item on your computer's hard drive, click **Browse for Image**. The Select Chart Background Image window opens. Choose an image and click **Open**.
   - To choose an image you've already added to your tree, click **Select from Media Collection**. The Find Media Item window opens. Choose an image and click **OK**.



2. Choose how the background will be displayed on the chart. If you want the image centered in the background, choose **Center**. If you want the image stretched to fit the entire page, choose **Stretch**. If you want a close-up of the image, choose **Zoom**. If you want a series of the same image to fill the background, choose **Tile**.
3. In the **Transparent** drop-down list, choose the intensity of the image. At 0 percent, the image will appear as it normally does, while a higher percentage will fade the image so the chart is easier to read.

Adding Portraits to a Chart

You can include images of individuals in a chart. In order to do this, you must have already added the images to your tree and linked them to specific individuals. (For instructions see "Assigning a Portrait to an Individual.")

1. Access the chart you want to change. In the editing panel, choose an image type from the **Pictures** drop-down list:
   - Choose **Thumbnail** to use low-resolution thumbnail images.
   - Choose **Photo** to use the resolution of the actual assigned photo.

2. From the top drop-down list, choose how images are positioned next to fact boxes:
   - To align images with the middle of boxes, choose **Center**.
   - To align images with the top of boxes, choose **Top**.
   - To resize images to the same height as boxes, choose **Stretch**.

     Note: This option may cause your photos to look distorted.

   - To resize images to the same height as boxes (with cropped margins on the left and right side), choose **Zoom**.
3. From the bottom drop-down list, choose how images are displayed in fact boxes:
   - To display images on the left side, choose **Left**.
   - To display images on the right side, choose **Right**.
   - To display images as a background, choose **Behind**.

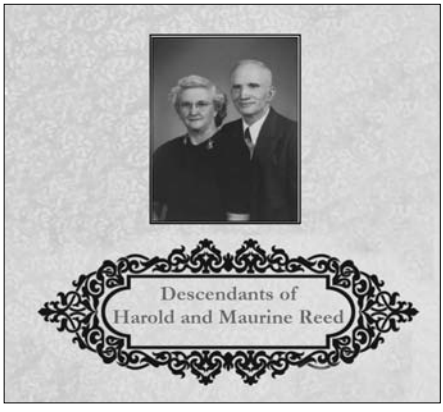
4. If you want to change the size of the photo or thumbnail, enter a size in the **Inches wide** field.

   Note: The larger the image is, the less space will be available for facts.

5. Click **Use silhouettes** if you want to display a silhouette icon for those individuals who don't have photographs.

Adding a Decorative Photo or Embellishments

You can personalize your charts and make them more appealing by adding family photographs, borders, and embellishments. You can add images from your computer, pictures in the Media Collection, or use the borders and images included in Family Tree Maker.



1. Access the chart you want to change. In the editing toolbar, click the **Insert Image or Text Box** button.

2. Choose an image using the drop-down list:
   - To use an image you've added to your tree, click **Insert from Media Collection**. The Find Media Item window opens. Choose an image and click **OK**.
   - To use an item on your computer's hard drive, click **Insert from File**. A file management window opens. Choose an image and click **Open**.

   Note: You'll find a variety of decorative images in the Embellishments folder located in the Family Tree Maker folder.

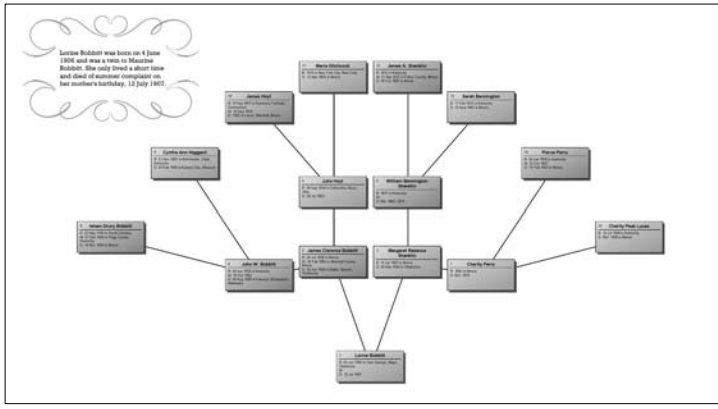
3. If you want to resize the image, click on the image. Move the cursor over the boxes in the bottom-right corner. Then drag the image to the size you want.

4. If you want to change the position of the image, move the mouse over the image. When the cursor changes shape, click and drag the image to the location you want.

Adding Text

You can add text boxes anywhere you like on a chart. For example, if you've added a family photo to a chart, you might want to also

include a label indicating who is in the photo, or you could include a short biography of the individual.



1. Access the chart you want to add text to. In the editing toolbar, click the **Insert Image or Text Box** button.

2. Choose "Insert Text Box" from the drop-down list.
3. If you want to change the position of the text box, move the mouse over the text. When the cursor changes shape, click and drag the box to the location you want.
4. To enter or edit text, simply double-click the box. Enter your text and click **OK**.

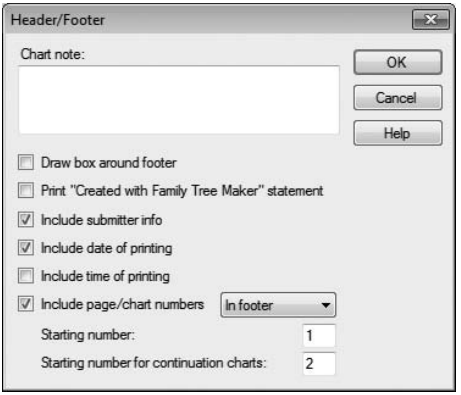
Tip: To change the style, size, or color of the text, click the Fonts button in the charts toolbar. In "Items to format" select "Text Boxes."

Changing the Header or Footer

You can define the headers and footers for each chart (the lines of text at the top and bottom of a chart).

1. Access the chart you want to change. In the editing toolbar, click the **Header/Footer** button.

The Header/Footer window opens.



2. Change the header and footer options as necessary:
   - **Chart note.** Enter a note you want to appear in the footer.
   - **Draw box around footer.** Click this checkbox to have the footer enclosed in a box.
   - **Print "Created with Family Tree Maker".** Click this checkbox to have this text added to the footer.

- **Include submitter info.** If you have entered user information, click this checkbox to have it appear in the chart's footer. (To enter your user information, see page 311.)
- **Include date of printing.** Click this checkbox to include the current date in the footer.
- I**nclude time of printing.** Click this checkbox to include the current time in the footer.
- **Include page/chart numbers.** Click this checkbox to include page numbers in the chart. From the drop-down list, choose whether the number appears in the header or the footer.

  In **Starting number** enter the number of the chart's first page; in **Starting number for continuation charts**, enter the number of the second page of the chart.

3. Click **OK**.

Changing Formatting for a Chart

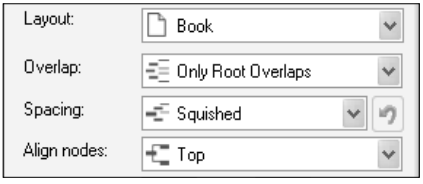
After you've decided what facts and individuals will be included in your chart, you can change the formatting to make eye-catching and creative charts. Family Tree Maker has the flexibility to let you change fonts, add colors and borders, change box sizes, and more.

Changing Layout Options

Depending on the number of individuals in your chart, facts you've included, etc., you may need to adjust the layout and spacing of a chart to best display each individual.

Note: Not every option is available in every chart.

1. Access the chart you want to change. The editing panel displays the options you can change.



2. Change the chart's layout options as necessary:
   - **Layout.** Choose **Book** to display the chart in pages suitable for using in a book; if a chart flows onto multiple pages, each page includes references to the generations continued on other pages. Choose **Poster** to display the chart in pages that can be linked together to form a poster (click the **Advanced** button to customize the poster format).
   - **Overlap.** Change the horizontal spacing of a chart. Choose **No Overlap** to space columns equally; choose **Columns Overlap** to overlap columns slightly; choose **Only Root Overlaps** to overlap the primary individual's column with the parents' column; choose **Fishtail** to overlap all columns except for the last generation.
   - **Spacing.** Change the vertical spacing of a chart. Choose **Perfect** to space rows evenly; choose **Collapsed** to space rows closer together; choose **Squished** to use minimal space between rows; choose **Custom** to use the settings in the Advanced poster format.

     Note: You might choose to collapse or squish the columns if you have many people in your tree and you're trying to fit them all on one page.

- **Align nodes.** Choose how lines connect individuals. Choose **Top** to use lines underneath names; choose **Center** to use lines centered next to each person's information; choose **Bezier** to use curved lines; choose **Straight** use diagonal lines.
- **Center tree on page.** Click this checkbox to display the tree in the center of the page. If you are placing the chart in a bound book, you might not want to use this option. Instead, leave space for a left margin.
- **Display last descendant generation vertically.** Click this checkbox to list the last generation vertically under their parents.
- **Boxes overlap page breaks.** Click this checkbox if you want the chart spacing adjusted so that boxes that fall on a page break will not be split over two pages.

Adding Page Borders, Text Boxes, and Background Colors

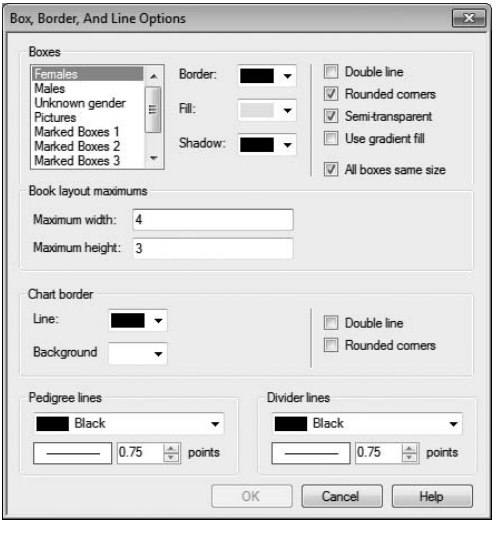
You can personalize and enhance your charts by adding borders, background colors, and boxes.

1. Access the chart you want to change. In the editing toolbar, click the **Box and line styles** button.

2. To change the format of text boxes, click a group in the Boxes list, then change these options as necessary:
   - Choose border, fill, and shadow colors from the drop-down lists.

- Click **Double line** if you want the box border to have two lines.
- Click **Rounded corners** if you want the boxes to have round corners.
- Click **Semi-transparent** to make the chart's background image or color partially visible through the boxes.
- Click **Use gradient fill** to make the box's fill color go from light to dark.
- Click **All boxes same size** to make all boxes on the chart the same size.

3. To change the size of boxes, enter the maximum width and height (in inches) for boxes in the "Book layout maximums."



4. To change the format of lines that connect boxes together, choose the color of pedigree lines and divider lines from the drop-down lists. Then choose the thickness of the lines.
5. To add a border to the chart, choose a color from the **Line** drop-down list. Then click **Double line** if you want the border to contain two lines of color; click **Rounded corners** if you want the border lines to have round corners.
6. If you want to add a color background, choose the color from the **Background** drop-down list. (Choose "None" if you want a blank background.)
7. Click **OK**.

Changing Fonts

You can change the appearance of the text in charts to make it more formal, more fun, or maybe just more readable.

1. Access the chart you want to change. In the editing toolbar, click the **Fonts** button.

2. In the **Items to format** list, click the text element, such as the chart title, you would like to change.
3. Choose a font from the **Font** drop-down list. You can also change the size of the text, its style, color, and alignment. The Sample box shows you how your font choices will appear in the chart.
4. Click **OK** to save your changes.

Using Chart Templates

Family Tree Maker comes with several templates you can use to quickly dress up your family tree charts with artwork, creative color themes, formatted text boxes, and borders. And, you can also turn your own chart designs into templates.

Creating Your Own Template

After you have customized a chart with your favorite fonts and colors and changed the spacing and layout to make everyone fit perfectly on the page, you don't want to lose your settings. You can save your modifications as a template, and you won't have to recreate your changes if you want to use them on another chart.

1. After you have modified the chart, click the **Save settings** button in the editing toolbar.

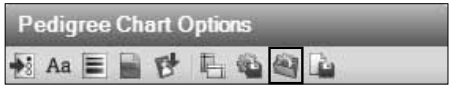
2. Choose one of these options:
   - **Save as preferred template.** This option saves the current settings as the preferred template for all charts. However, this template isn't permanent; if you modify the preferred template, the old settings will be written over.
   - **Create new template.** This option lets you name the template and add it to the list of custom chart templates.
3. Click **OK**. To assign your template to a chart see the next task.

Using a Custom Template

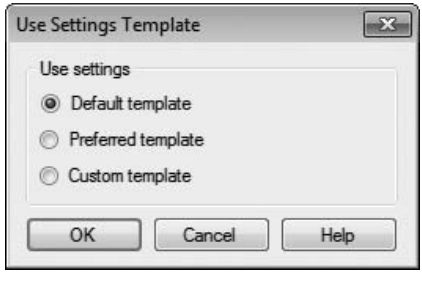
Maybe you want to create a beautiful pedigree chart to display on your wall, but you don't have an artistic bone in your body. Or maybe you just don't have any time. Family Tree Maker makes it easy to select an attractive template and instantly change the look of your chart.

You can apply custom templates to any chart. And if the results aren't exactly what you want, you can modify it.

1. Access the chart you want to apply a template to. Click the **Use saved settings** button in the editing toolbar.



2. Choose one of these template options:
   - **Default.** This is the original Family Tree Maker template.
   - **Preferred.** This is a template you have created and saved as your "preferred" template.
   - **Custom.** These are the custom templates found in Family Tree Maker (or templates you have created).



3. Click **OK**.

Saving Charts

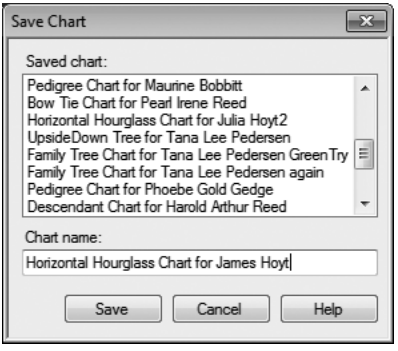
You can save a specific chart that can be accessed in Family Tree Maker, or you can save a chart in different file formats you can export.

Saving a Specific Chart

After you've modified or customized a chart for an individual or family line you will probably want to save it. That way you can access the exact chart again without having to recreate it.

1. After you have modified the chart, click the **Save chart** button in the editing toolbar.

2. Enter a name for the chart in the **Chart name** field. Be sure to use a name that will distinguish the chart from others. For example, don't use generic terms like "Pedigree Chart" or "Relationship Chart."


Save Chart
Saved chart:
Pedigree Chart for Maurine Bobbitt
Bow Tie Chart for Pearl Irene Reed
Horizontal Hourglass Chart for Julia Hoyt2
UpsideDown Tree for Tana Lee Pedersen
Family Tree Chart for Tana Lee Pedersen GreenTry
Family Tree Chart for Tana Lee Pedersen again
Pedigree Chart for Phoebe Gold Gedge
Descendant Chart for Harold Arthur Reed
Chart name:
Horizontal Hourglass Chart for James Hoyt
Save
Cancel
Help

3. Click **Save**.

Tip: To open a saved chart, go to the Collection tab on the Publish workspace. In Publication Types, click **Saved Charts**. Then double-click the chart you want to open.

Saving a Chart as a File

You may want to save a chart to a file format compatible with software other than Family Tree Maker; for example, as an image or PDF. These files can be easily shared with others or posted on a website.

1. Access the chart you want to save.
2. Click the **Share** button above the editing panel. From the drop-down list, choose one of these options:
   - **Export to PDF.** An Adobe PDF (Portable Document Format) is useful because PDFs keep the formatting you select. That way, if you print your chart or send it to a relative, the chart will look exactly as you see it on your monitor. You cannot make changes to the PDF within Family Tree Maker, and you need the Adobe Reader in order to view it. (Adobe Reader can be downloaded for free from the Adobe website.)
   - **Export to One Page PDF.** This option exports the chart as one page (regardless of size). You might want to use this if you are creating a poster-sized chart or having a chart printed at a copy store.
   - **Export to Image.** This option lets you create an image of the chart as a bitmap, JPEG, or other image format.

   Each format has its own export options you can choose from. After you choose a format type, you may be able to choose op-

tions such as page borders. Once you've made your selections, click **OK**. A file management window opens.

3. Navigate to the location you want. Then enter a name for the chart and click **Save**.

Printing a Chart

When you are done creating and customizing a chart, you may want to print it out. Family Tree Maker makes it easy to choose setup options and print a chart.

1. Access the chart you want to print.
2. Click the **Print** button above the editing panel. Just like printing from any other application, you can choose a printer, select the number of copies, and choose a page range.
3. Click **Print**.

Sharing a Chart

Family Tree Maker lets you share charts with others—via email—as a PDF.

> Note: You must be connected to the Internet and have a desktop email program to use this feature.

1. Access the chart you want to email.
2. Click the **Share** button above the editing panel. From the drop-down list, choose **Send as PDF.**
3. Use the preview window to make sure the chart looks the way you want. Then click **Send as PDF**.
4. Change any options as necessary and click **OK**.

5. Navigate to the location where you want to save the chart. Then enter a name for the chart and click **Save**. Family Tree Maker opens a new email (with the file attached) in your default email program.
6. Send the email as you would any other.

Chapter Ten
Running Reports

Reports are mainstays of family historians. And Family Tree Maker includes a number of reports to help you organize and understand all the information you have entered in your tree. You can create detailed reports about a single family unit, such as the family group sheet; relationship reports that show marriage events or parentage facts; bibliographies and source usage reports that help you keep track of your research; and more.

Each report can be customized—options differ by report. You can change fonts, add background images, and add headers and footers. Simply select the type of report and format you want, and Family Tree Maker does the work for you.

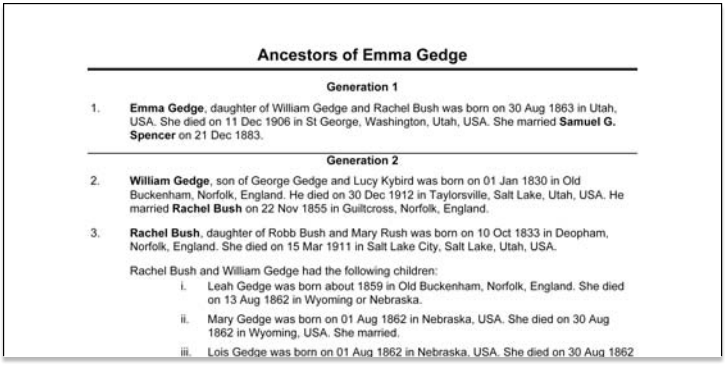
Genealogy Reports

Genealogy reports are a staple for serious family historians. These narrative reports contain facts and biographical details about individuals and families in your tree. Relationships between individuals are shown using numbering systems that are unique to each type of report. You can choose from ancestor-ordered reports (Ahnentafels) or descendant-ordered reports.

Ahnentafel

The Ahnentafel (a German word meaning "ancestor table") is basically a numbered list of individuals (see fig. 10-1 on the next page). Its format is ancestor-ordered, meaning that it starts with one indi-

vidual and moves backward in time to that individual's ancestors. This type of report isn't used frequently because it records two family lines at the same time.



Ancestors of Emma Gedge

Generation 1

1. **Emma Gedge**, daughter of William Gedge and Rachel Bush was born on 30 Aug 1863 in Utah, USA. She died on 11 Dec 1906 in St George, Washington, Utah, USA. She married **Samuel G. Spencer** on 21 Dec 1883.

Generation 2

2. **William Gedge**, son of George Gedge and Lucy Kybird was born on 01 Jan 1830 in Old Buckenham, Norfolk, England. He died on 30 Dec 1912 in Taylorsville, Salt Lake, Utah, USA. He married **Rachel Bush** on 22 Nov 1855 in Guiltcross, Norfolk, England.

3. **Rachel Bush**, daughter of Robb Bush and Mary Rush was born on 10 Oct 1833 in Deopham, Norfolk, England. She died on 15 Mar 1911 in Salt Lake City, Salt Lake, Utah, USA.

Rachel Bush and William Gedge had the following children:

i. Leah Gedge was born about 1859 in Old Buckenham, Norfolk, England. She died on 13 Aug 1862 in Wyoming or Nebraska.

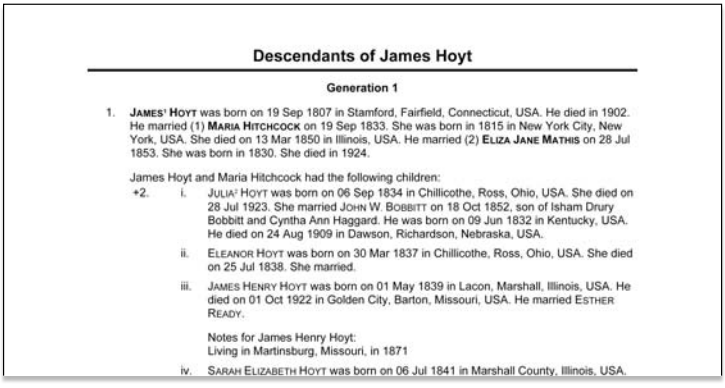
ii. Mary Gedge was born on 01 Aug 1862 in Nebraska, USA. She died on 30 Aug 1862 in Wyoming, USA. She married.

iii. Lois Gedge was born on 01 Aug 1862 in Nebraska, USA. She died on 30 Aug 1862

Figure 10-1. An Ahnentafel (ancestor report).

Descendant Report

A descendant report (fig. 10-2) is a narrative genealogy report that includes basic facts and biographical information about an indi-



Descendants of James Hoyt

Generation 1

1. **JAMES[1] HOYT** was born on 19 Sep 1807 in Stamford, Fairfield, Connecticut, USA. He died in 1902. He married (1) **MARIA HITCHCOCK** on 19 Sep 1833. She was born in 1815 in New York City, New York, USA. She died on 13 Mar 1850 in Illinois, USA. He married (2) **ELIZA JANE MATHIS** on 28 Jul 1853. She was born in 1830. She died in 1924.

James Hoyt and Maria Hitchcock had the following children:

+2. i. JULIA[2] HOYT was born on 06 Sep 1834 in Chillicothe, Ross, Ohio, USA. She died on 28 Jul 1923. She married JOHN W. BOBBITT on 18 Oct 1852, son of Isham Drury Bobbitt and Cyntha Ann Haggard. He was born on 09 Jun 1832 in Kentucky, USA. He died on 24 Aug 1909 in Dawson, Richardson, Nebraska, USA.

ii. ELEANOR HOYT was born on 30 Mar 1837 in Chillicothe, Ross, Ohio, USA. She died on 25 Jul 1838. She married.

iii. JAMES HENRY HOYT was born on 01 May 1839 in Lacon, Marshall, Illinois, USA. He died on 01 Oct 1922 in Golden City, Barton, Missouri, USA. He married ESTHER READY.

Notes for James Henry Hoyt:
Living in Martinsburg, Missouri, in 1871

iv. SARAH ELIZABETH HOYT was born on 06 Jul 1841 in Marshall County, Illinois, USA.

Figure 10-2. A Register descendant report.

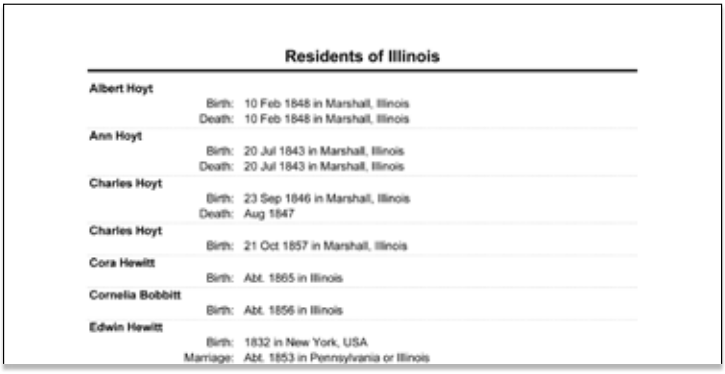
vidual. It is descendant-ordered, meaning that it starts with one individual and moves forward in time through that individual's descendants. Family Tree Maker gives you four different report options: Register, NGSQ, Henry, and d'Aboville. The main difference between these report types is the numbering system that is used.

Person Reports

Person reports focus on an individual in your tree. You can create a report of all the facts and sources you have recorded for a person, the notes in your tree, tasks in your Research To-Do list, or you can create a custom report.

Custom Report

Custom reports (fig. 10-3) let you create reports with your own criteria. For example, you can create a custom report of birthplaces or causes of death if you have recorded that information for several individuals in your tree. A custom report defaults to a list of all individuals, birth dates, and death dates, but you can customize it with any information you choose.



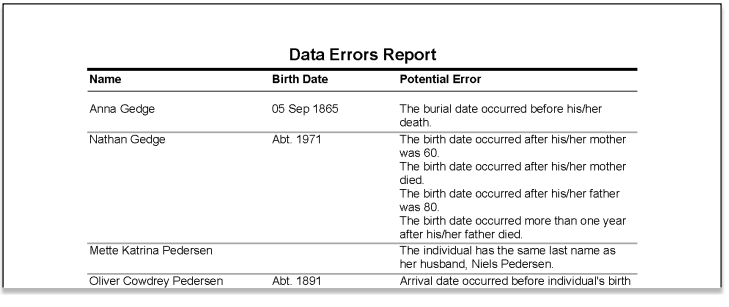
Residents of Illinois

Albert Hoyt	
Birth:	10 Feb 1848 in Marshall, Illinois
Death:	10 Feb 1848 in Marshall, Illinois
Ann Hoyt	
Birth:	20 Jul 1843 in Marshall, Illinois
Death:	20 Jul 1843 in Marshall, Illinois
Charles Hoyt	
Birth:	23 Sep 1846 in Marshall, Illinois
Death:	Aug 1847
Charles Hoyt	
Birth:	21 Oct 1857 in Marshall, Illinois
Cora Hewitt	
Birth:	Abt. 1865 in Illinois
Cornelia Bobbitt	
Birth:	Abt. 1856 in Illinois
Edwin Hewitt	
Birth:	1832 in New York, USA
Marriage:	Abt. 1853 in Pennsylvania or Illinois

Figure 10-3. A custom report showing all individuals who lived in Illinois.

Data Errors Report

Family Tree Maker can search your tree and create a report of all the problems it discovers. The Data Errors Report (fig. 10-4) lists all instances where there is missing data or where Family Tree Maker believes there may be a mistake. This includes nonsensical dates (e.g., an individual being born before his or her parents were born), empty fields, duplicate individuals, and more. (For more information see "Running the Data Errors Report.")



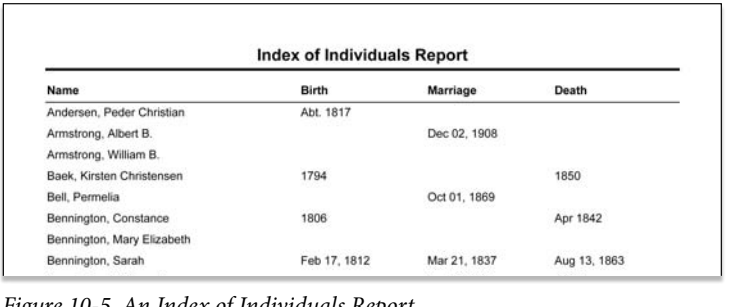
Data Errors Report

Name	Birth Date	Potential Error
Anna Gedge	05 Sep 1865	The burial date occurred before his/her death.
Nathan Gedge	Abt. 1971	The birth date occurred after his/her mother was 60. The birth date occurred after his/her mother died. The birth date occurred after his/her father was 80. The birth date occurred more than one year after his/her father died.
Mette Katrina Pedersen		The individual has the same last name as her husband, Niels Pedersen.
Oliver Cowdrey Pedersen	Abt. 1891	Arrival date occurred before individual's birth

Figure 10-4. A Data Errors Report.

Index of Individuals Report

The Index of Individuals Report (fig. 10-5) lists every individual in your tree and their birth, marriage, and death dates.



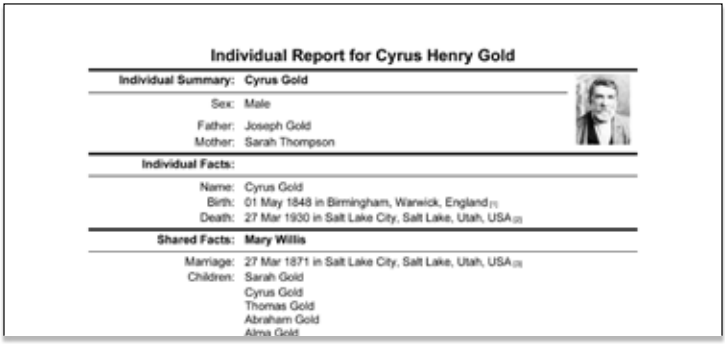
Index of Individuals Report

Name	Birth	Marriage	Death
Andersen, Peder Christian	Abt. 1817		
Armstrong, Albert B.		Dec 02, 1908	
Armstrong, William B.			
Baek, Kirsten Christensen	1794		1850
Bell, Permelia		Oct 01, 1869	
Bennington, Constance	1806		Apr 1842
Bennington, Mary Elizabeth			
Bennington, Sarah	Feb 17, 1812	Mar 21, 1837	Aug 13, 1863

Figure 10-5. An Index of Individuals Report.

Individual Report

The Individual Report (fig. 10-6) lists every fact and source you have recorded for a specific individual.



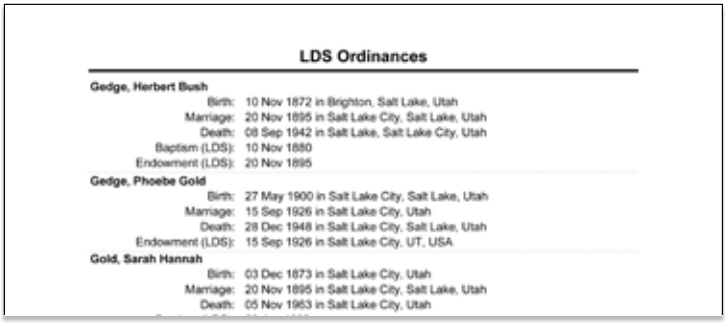
Individual Report for Cyrus Henry Gold

Individual Summary:	**Cyrus Gold**
Sex:	Male
Father:	Joseph Gold
Mother:	Sarah Thompson
Individual Facts:	
Name:	Cyrus Gold
Birth:	01 May 1848 in Birmingham, Warwick, England [1]
Death:	27 Mar 1930 in Salt Lake City, Salt Lake, Utah, USA [2]
Shared Facts:	**Mary Willis**
Marriage:	27 Mar 1871 in Salt Lake City, Salt Lake, Utah, USA [3]
Children:	Sarah Gold
	Cyrus Gold
	Thomas Gold
	Abraham Gold
	Alma Gold

Figure 10-6. An Individual Report.

LDS Ordinances Report

The LDS Ordinances Report (fig. 10-7) is useful for members of The Church of Jesus Christ of Latter-day Saints (LDS church) and displays LDS-specific ordinances such as baptisms and sealings.



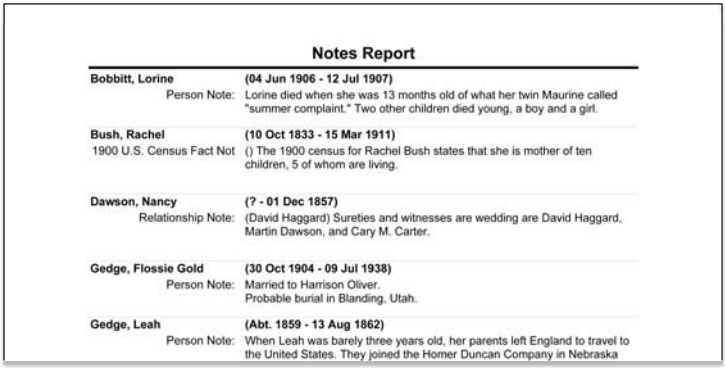
LDS Ordinances

Gedge, Herbert Bush	
Birth:	10 Nov 1872 in Brighton, Salt Lake, Utah
Marriage:	20 Nov 1895 in Salt Lake City, Salt Lake, Utah
Death:	08 Sep 1942 in Salt Lake, Salt Lake City, Utah
Baptism (LDS):	10 Nov 1880
Endowment (LDS):	20 Nov 1895
Gedge, Phoebe Gold	
Birth:	27 May 1900 in Salt Lake City, Salt Lake, Utah
Marriage:	15 Sep 1926 in Salt Lake City, Utah
Death:	28 Dec 1948 in Salt Lake City, Salt Lake, Utah
Endowment (LDS):	15 Sep 1926 in Salt Lake City, UT, USA
Gold, Sarah Hannah	
Birth:	03 Dec 1873 in Salt Lake City, Utah
Marriage:	20 Nov 1895 in Salt Lake City, Salt Lake, Utah
Death:	05 Nov 1953 in Salt Lake City, Utah

Figure 10-7. An LDS Ordinances Report.

Notes Report

The Notes Report (fig. 10-8) lets you view the person, research, relationship, or fact notes you've entered in your tree.



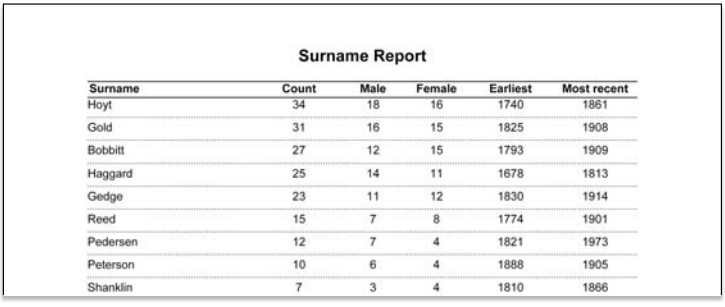
Notes Report

Bobbitt, Lorine	**(04 Jun 1906 - 12 Jul 1907)**
Person Note:	Lorine died when she was 13 months old of what her twin Maurine called "summer complaint." Two other children died young, a boy and a girl.
Bush, Rachel	**(10 Oct 1833 - 15 Mar 1911)**
1900 U.S. Census Fact Not	() The 1900 census for Rachel Bush states that she is mother of ten children, 5 of whom are living.
Dawson, Nancy	**(? - 01 Dec 1857)**
Relationship Note:	(David Haggard) Sureties and witnesses are wedding are David Haggard, Martin Dawson, and Cary M. Carter.
Gedge, Flossie Gold	**(30 Oct 1904 - 09 Jul 1938)**
Person Note:	Married to Harrison Oliver. Probable burial in Blanding, Utah.
Gedge, Leah	**(Abt. 1859 - 13 Aug 1862)**
Person Note:	When Leah was barely three years old, her parents left England to travel to the United States. They joined the Homer Duncan Company in Nebraska

Figure 10-8. A report of all research notes in the tree.

Surname Report

The Surname Report (fig. 10-9) lists the surnames in your tree, including the total number of individuals with that surname, the number of males and females with that surname, and the earliest and most recent year a surname appears in your tree.



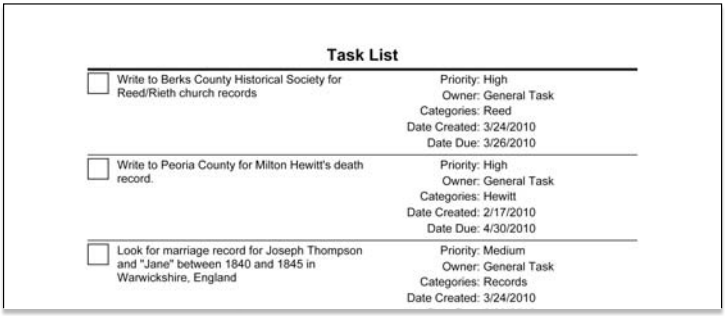
Surname Report

Surname	Count	Male	Female	Earliest	Most recent
Hoyt	34	18	16	1740	1861
Gold	31	16	15	1825	1908
Bobbitt	27	12	15	1793	1909
Haggard	25	14	11	1678	1813
Gedge	23	11	12	1830	1914
Reed	15	7	8	1774	1901
Pedersen	12	7	4	1821	1973
Peterson	10	6	4	1888	1905
Shanklin	7	3	4	1810	1866

Figure 10-9. A Surname Report sorted by name count.

Task List

A task list (fig. 10-10) displays all research tasks you've entered into your To-Do list. You can see each task's priority level, categories you've assigned it to, and creation and due dates. You can also choose to filter the report by tasks that have already been completed.



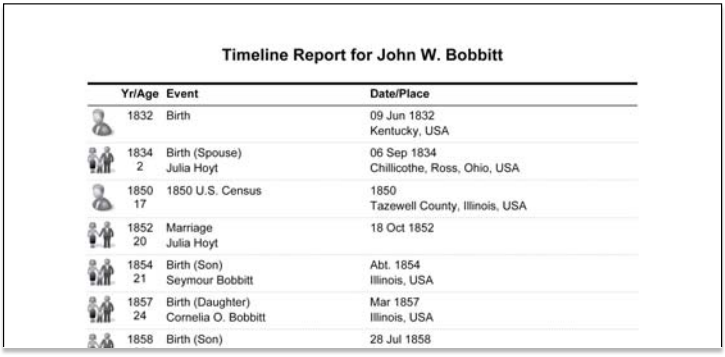
Task List

☐	Write to Berks County Historical Society for Reed/Rieth church records	Priority: High Owner: General Task Categories: Reed Date Created: 3/24/2010 Date Due: 3/26/2010
☐	Write to Peoria County for Milton Hewitt's death record.	Priority: High Owner: General Task Categories: Hewitt Date Created: 2/17/2010 Date Due: 4/30/2010
☐	Look for marriage record for Joseph Thompson and "Jane" between 1840 and 1845 in Warwickshire, England	Priority: Medium Owner: General Task Categories: Records Date Created: 3/24/2010

Figure 10-10. A list of research tasks in the tree.

Timeline

A timeline (fig. 10-11) lists all the events you've entered for an individual. Each event shows the date and location of the event



Timeline Report for John W. Bobbitt

Yr/Age	Event	Date/Place
1832	Birth	09 Jun 1832 Kentucky, USA
1834 2	Birth (Spouse) Julia Hoyt	06 Sep 1834 Chillicothe, Ross, Ohio, USA
1850 17	1850 U.S. Census	1850 Tazewell County, Illinois, USA
1852 20	Marriage Julia Hoyt	18 Oct 1852
1854 21	Birth (Son) Seymour Bobbitt	Abt. 1854 Illinois, USA
1857 24	Birth (Daughter) Cornelia O. Bobbitt	Mar 1857 Illinois, USA
1858	Birth (Son)	28 Jul 1858

Figure 10-11. A timeline for an individual.

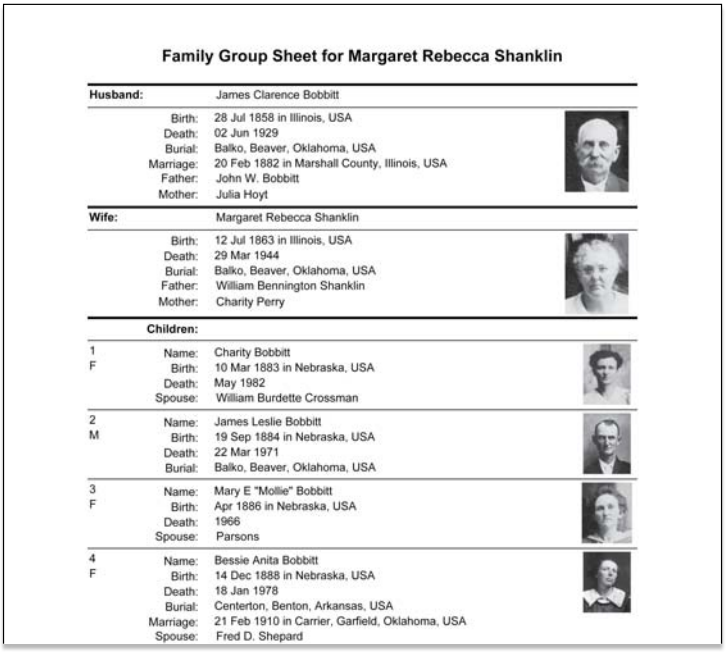
and the person's age at the time. You can also choose to include important events for an individual's immediate family (such as birth, marriage, and death) and historical events.

Relationship Reports

Relationship reports are just what they sound like; they show the relationships between different individuals and families in your tree.

Family Group Sheet

A family group sheet (fig. 10-12) is one of the most commonly used reports in genealogy. It is a detailed report about a single family (primarily the parents and children of a family, although it also



Family Group Sheet for Margaret Rebecca Shanklin

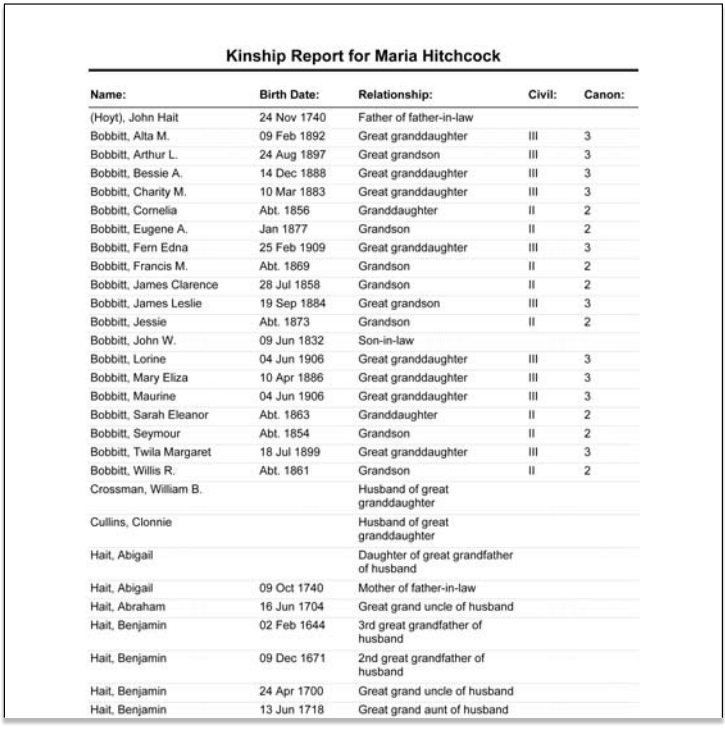
Husband:	James Clarence Bobbitt	
Birth:	28 Jul 1858 in Illinois, USA	
Death:	02 Jun 1929	
Burial:	Balko, Beaver, Oklahoma, USA	
Marriage:	20 Feb 1882 in Marshall County, Illinois, USA	
Father:	John W. Bobbitt	
Mother:	Julia Hoyt	
Wife:	Margaret Rebecca Shanklin	
Birth:	12 Jul 1863 in Illinois, USA	
Death:	29 Mar 1944	
Burial:	Balko, Beaver, Oklahoma, USA	
Father:	William Bennington Shanklin	
Mother:	Charity Perry	
Children:		
1 F	Name: Charity Bobbitt	
	Birth: 10 Mar 1883 in Nebraska, USA	
	Death: May 1982	
	Spouse: William Burdette Crossman	
2 M	Name: James Leslie Bobbitt	
	Birth: 19 Sep 1884 in Nebraska, USA	
	Death: 22 Mar 1971	
	Burial: Balko, Beaver, Oklahoma, USA	
3 F	Name: Mary E "Mollie" Bobbitt	
	Birth: Apr 1886 in Nebraska, USA	
	Death: 1966	
	Spouse: Parsons	
4 F	Name: Bessie Anita Bobbitt	
	Birth: 14 Dec 1888 in Nebraska, USA	
	Death: 18 Jan 1978	
	Burial: Centerton, Benton, Arkansas, USA	
	Marriage: 21 Feb 1910 in Carrier, Garfield, Oklahoma, USA	
	Spouse: Fred D. Shepard	

Figure 10-12. A family group sheet.

includes the names of the main couple's parents), including names, birth information, death information, marriage information, notes, and sources. If the individual has more than one spouse, a second family group sheet will be created for that family unit.

Kinship Report

The Kinship Report (fig. 10-13) helps you determine how individuals in your database are related to a specific person.



Kinship Report for Maria Hitchcock

Name:	Birth Date:	Relationship:	Civil:	Canon:
(Hoyt), John Hait	24 Nov 1740	Father of father-in-law		
Bobbitt, Alta M.	09 Feb 1892	Great granddaughter	III	3
Bobbitt, Arthur L.	24 Aug 1897	Great grandson	III	3
Bobbitt, Bessie A.	14 Dec 1888	Great granddaughter	III	3
Bobbitt, Charity M.	10 Mar 1883	Great granddaughter	III	3
Bobbitt, Cornelia	Abt. 1856	Granddaughter	II	2
Bobbitt, Eugene A.	Jan 1877	Grandson	II	2
Bobbitt, Fern Edna	25 Feb 1909	Great granddaughter	III	3
Bobbitt, Francis M.	Abt. 1869	Grandson	II	2
Bobbitt, James Clarence	28 Jul 1858	Grandson	II	2
Bobbitt, James Leslie	19 Sep 1884	Great grandson	III	3
Bobbitt, Jessie	Abt. 1873	Grandson	II	2
Bobbitt, John W.	09 Jun 1832	Son-in-law		
Bobbitt, Lorine	04 Jun 1906	Great granddaughter	III	3
Bobbitt, Mary Eliza	10 Apr 1886	Great granddaughter	III	3
Bobbitt, Maurine	04 Jun 1906	Great granddaughter	III	3
Bobbitt, Sarah Eleanor	Abt. 1863	Granddaughter	II	2
Bobbitt, Seymour	Abt. 1854	Grandson	II	2
Bobbitt, Twila Margaret	18 Jul 1899	Great granddaughter	III	3
Bobbitt, Willis R.	Abt. 1861	Grandson	II	2
Crossman, William B.		Husband of great granddaughter		
Cullins, Clonnie		Husband of great granddaughter		
Hait, Abigail		Daughter of great grandfather of husband		
Hait, Abigail	09 Oct 1740	Mother of father-in-law		
Hait, Abraham	16 Jun 1704	Great grand uncle of husband		
Hait, Benjamin	02 Feb 1644	3rd great grandfather of husband		
Hait, Benjamin	09 Dec 1671	2nd great grandfather of husband		
Hait, Benjamin	24 Apr 1700	Great grand uncle of husband		
Hait, Benjamin	13 Jun 1718	Great grand aunt of husband		

Figure 10-13. A Kinship Report.

Marriage Report

The Marriage Report (fig. 10-14) shows information about each marriage in your tree. Unlike other reports, you cannot choose which individuals are included; Family Tree Maker automatically includes the names of husbands and wives, their marriage dates, and their relationship status.

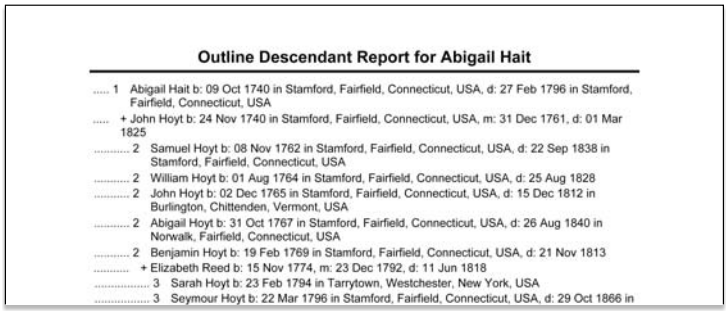
Marriage Report

Husband:	Wife:	Marriage Date:	Relation:
Andersen, Peder Christian	Nielsdatter, Maren		Spouse - Ongoing
Andersen, Peder Christian	Peterson, M. K.		Spouse - Ongoing
Bennington, William Jr.	Smith, Margaret	16 Apr 1793	Spouse - Ongoing
Bobbitt, Isham Drury	Haggard, Cyntha Ann	21 Dec 1824	Spouse - Ongoing
Bobbitt, James Clarence	Shanklin, Margaret Rebecca	20 Feb 1882	Spouse - Ongoing
Bobbitt, John W.	Hoyt, Julia	18 Oct 1852	Spouse - Ongoing
Bush, Robb	Rush, Mary		Spouse - Ongoing
Dawson, Martin	Carter, Elizabeth		Spouse - Ongoing
Gedge, George	Kybird, Lucy		Spouse - Ongoing
Gedge, Herbert Bush	Gold, Sarah Hannah	20 Nov 1895	Spouse - Ongoing

Figure 10-14. A Marriage Report.

Outline Descendant Report

The Outline Descendant Report (fig. 10-15) starts with an ancestor and outlines each generation of descendants; you can even select the number of generations to show in the report.



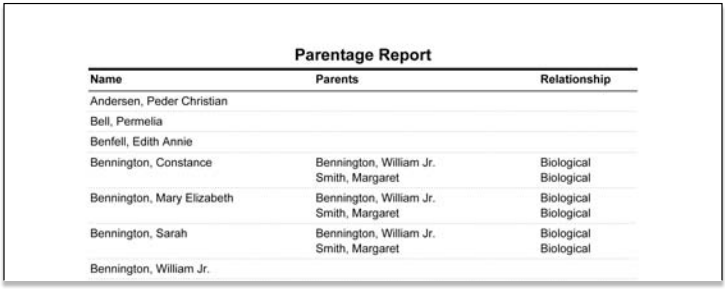
Outline Descendant Report for Abigail Hait

..... 1 Abigail Hait b: 09 Oct 1740 in Stamford, Fairfield, Connecticut, USA, d: 27 Feb 1796 in Stamford, Fairfield, Connecticut, USA
..... + John Hoyt b: 24 Nov 1740 in Stamford, Fairfield, Connecticut, USA, m: 31 Dec 1761, d: 01 Mar 1825
..... 2 Samuel Hoyt b: 08 Nov 1762 in Stamford, Fairfield, Connecticut, USA, d: 22 Sep 1838 in Stamford, Fairfield, Connecticut, USA
..... 2 William Hoyt b: 01 Aug 1764 in Stamford, Fairfield, Connecticut, USA, d: 25 Aug 1828
..... 2 John Hoyt b: 02 Dec 1765 in Stamford, Fairfield, Connecticut, USA, d: 15 Dec 1812 in Burlington, Chittenden, Vermont, USA
..... 2 Abigail Hoyt b: 31 Oct 1767 in Stamford, Fairfield, Connecticut, USA, d: 26 Aug 1840 in Norwalk, Fairfield, Connecticut, USA
..... 2 Benjamin Hoyt b: 19 Feb 1769 in Stamford, Fairfield, Connecticut, USA, d: 21 Nov 1813
..... + Elizabeth Reed b: 15 Nov 1774, m: 23 Dec 1792, d: 11 Jun 1818
..... 3 Sarah Hoyt b: 23 Feb 1794 in Tarrytown, Westchester, New York, USA
..... 3 Seymour Hoyt b: 22 Mar 1796 in Stamford, Fairfield, Connecticut, USA, d: 29 Oct 1866 in

Figure 10-15. An Outline Descendant Report.

Parentage Report

The Parentage Report (fig. 10-16) lists each individual, the individual's parents, and the relationship between the individual and parents (e.g., biological, adopted, foster).



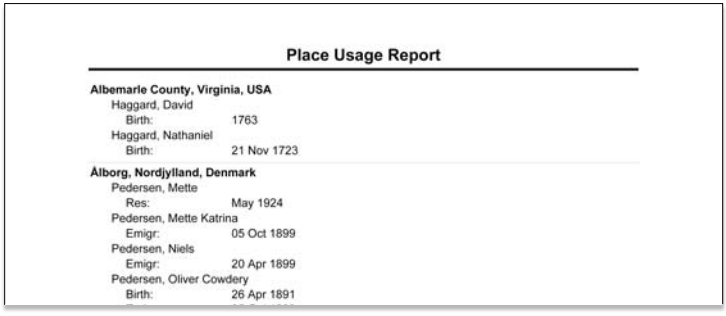
Parentage Report

Name	Parents	Relationship
Andersen, Peder Christian		
Bell, Permelia		
Benfell, Edith Annie		
Bennington, Constance	Bennington, William Jr. Smith, Margaret	Biological Biological
Bennington, Mary Elizabeth	Bennington, William Jr. Smith, Margaret	Biological Biological
Bennington, Sarah	Bennington, William Jr. Smith, Margaret	Biological Biological
Bennington, William Jr.		

Figure 10-16. A Parentage Report.

Place Usage Report

The Place Usage Report (fig. 10-17) lists the locations you have entered into your tree and each person associated with that location. You can also choose to include the specific events, such as birth or marriage, that occurred at that location.



Place Usage Report

Albemarle County, Virginia, USA
Haggard, David
Birth: 1763
Haggard, Nathaniel
Birth: 21 Nov 1723

Ålborg, Nordjylland, Denmark
Pedersen, Mette
Res: May 1924
Pedersen, Mette Katrina
Emigr: 05 Oct 1899
Pedersen, Niels
Emigr: 20 Apr 1899
Pedersen, Oliver Cowdery
Birth: 26 Apr 1891

Figure 10-17. A Place Usage Report.

Media Reports

The media reports in Family Tree Maker let you view media items individually or compiled into groups.

Media Item Report

You can create a Media Item Report (fig. 10-18) about any media item you have included in your tree, including its caption, date of origin, description, and any individuals associated with the item. This report is most useful for image files.

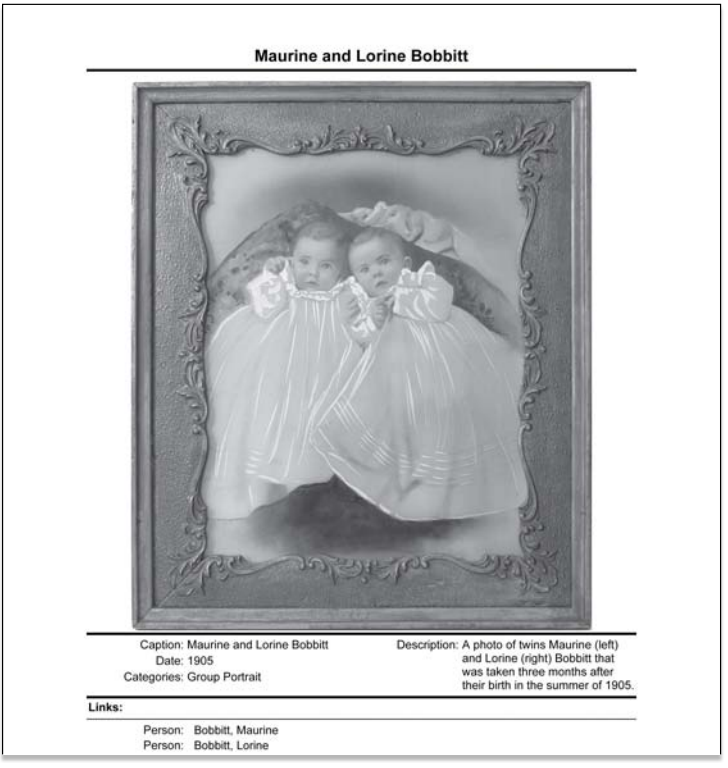
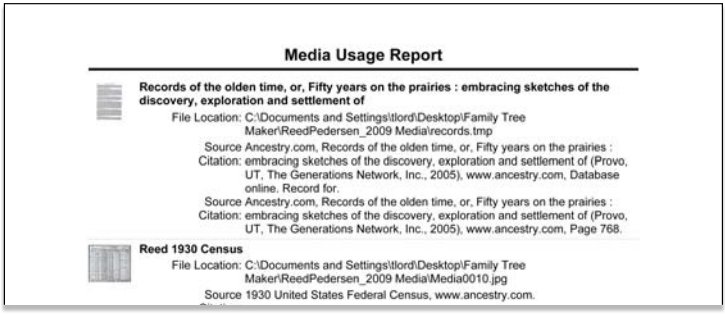

Maurine and Lorine Bobbitt
Caption: Maurine and Lorine Bobbitt
Date: 1905
Categories: Group Portrait
Description: A photo of twins Maurine (left) and Lorine (right) Bobbitt that was taken three months after their birth in the summer of 1905.
Links:
Person: Bobbitt, Maurine
Person: Bobbitt, Lorine

Figure 10-18. A Media Item Report.

Media Usage Report

The Media Usage Report (fig. 10-19) shows a thumbnail of every media item in your tree and lists its name and location and shows which sources, facts, and individuals the item is linked to.


Media Usage Report

Records of the olden time, or, Fifty years on the prairies : embracing sketches of the discovery, exploration and settlement of

File Location: C:\Documents and Settings\tlord\Desktop\Family Tree Maker\ReedPedersen_2009 Media\records.tmp

Source Citation: Ancestry.com, Records of the olden time, or, Fifty years on the prairies : embracing sketches of the discovery, exploration and settlement of (Provo, UT, The Generations Network, Inc., 2005), www.ancestry.com, Database online. Record for.

Source Citation: Ancestry.com, Records of the olden time, or, Fifty years on the prairies : embracing sketches of the discovery, exploration and settlement of (Provo, UT, The Generations Network, Inc., 2005), www.ancestry.com, Page 768.

Reed 1930 Census

File Location: C:\Documents and Settings\tlord\Desktop\Family Tree Maker\ReedPedersen_2009 Media\Media0010.jpg

Source 1930 United States Federal Census, www.ancestry.com.

Figure 10-19. A Media Usage Report.

Photo Album

The photo album (fig. 10-20) shows a basic summary of an individual's life, such as birth and death dates, and also includes all photos associated with the person.

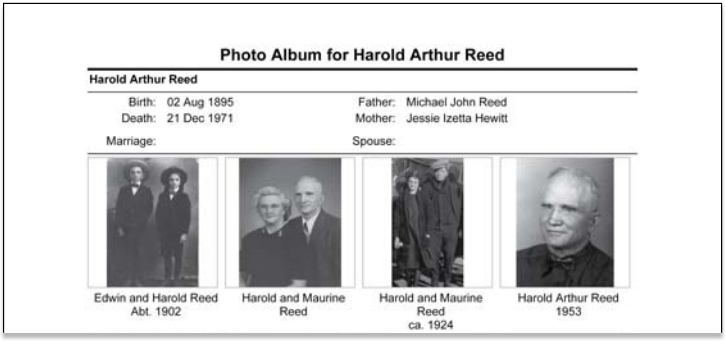


Photo Album for Harold Arthur Reed

Harold Arthur Reed

Birth: 02 Aug 1895
Death: 21 Dec 1971
Father: Michael John Reed
Mother: Jessie Izetta Hewitt
Marriage:
Spouse:

Edwin and Harold Reed Abt. 1902

Harold and Maurine Reed

Harold and Maurine Reed ca. 1924

Harold Arthur Reed 1953

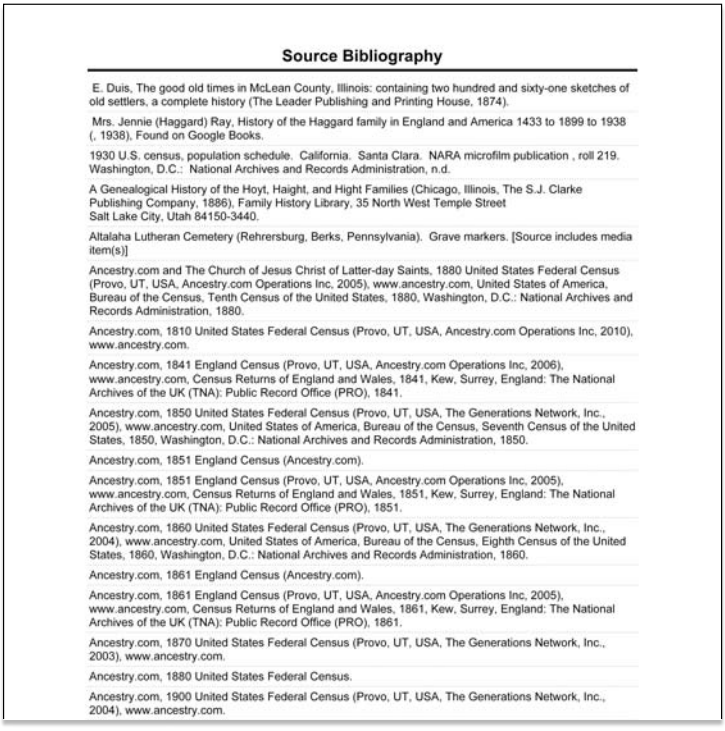
Figure 10-20. A photo album for an individual.

Source Reports

Because making your family history accurate and complete is important, Family Tree Maker includes several reports that help you view how you've sourced facts in your tree.

Bibliography

The bibliography (fig. 10-21) gives a detailed list of all the sources you used in your research. This can help others locate and examine the resources you used.



Source Bibliography

E. Duis, The good old times in McLean County, Illinois: containing two hundred and sixty-one sketches of old settlers, a complete history (The Leader Publishing and Printing House, 1874).

Mrs. Jennie (Haggard) Ray, History of the Haggard family in England and America 1433 to 1899 to 1938 (, 1938), Found on Google Books.

1930 U.S. census, population schedule. California. Santa Clara. NARA microfilm publication , roll 219. Washington, D.C.: National Archives and Records Administration, n.d.

A Genealogical History of the Hoyt, Haight, and Hight Families (Chicago, Illinois, The S.J. Clarke Publishing Company, 1886), Family History Library, 35 North West Temple Street Salt Lake City, Utah 84150-3440.

Altalaha Lutheran Cemetery (Rehrersburg, Berks, Pennsylvania). Grave markers. [Source includes media item(s)]

Ancestry.com and The Church of Jesus Christ of Latter-day Saints, 1880 United States Federal Census (Provo, UT, USA, Ancestry.com Operations Inc, 2005), www.ancestry.com, United States of America, Bureau of the Census, Tenth Census of the United States, 1880, Washington, D.C.: National Archives and Records Administration, 1880.

Ancestry.com, 1810 United States Federal Census (Provo, UT, USA, Ancestry.com Operations Inc, 2010), www.ancestry.com.

Ancestry.com, 1841 England Census (Provo, UT, USA, Ancestry.com Operations Inc, 2006), www.ancestry.com, Census Returns of England and Wales, 1841, Kew, Surrey, England: The National Archives of the UK (TNA): Public Record Office (PRO), 1841.

Ancestry.com, 1850 United States Federal Census (Provo, UT, USA, The Generations Network, Inc., 2005), www.ancestry.com, United States of America, Bureau of the Census, Seventh Census of the United States, 1850, Washington, D.C.: National Archives and Records Administration, 1850.

Ancestry.com, 1851 England Census (Ancestry.com).

Ancestry.com, 1851 England Census (Provo, UT, USA, Ancestry.com Operations Inc, 2005), www.ancestry.com, Census Returns of England and Wales, 1851, Kew, Surrey, England: The National Archives of the UK (TNA): Public Record Office (PRO), 1851.

Ancestry.com, 1860 United States Federal Census (Provo, UT, USA, The Generations Network, Inc., 2004), www.ancestry.com, United States of America, Bureau of the Census, Eighth Census of the United States, 1860, Washington, D.C.: National Archives and Records Administration, 1860.

Ancestry.com, 1861 England Census (Ancestry.com).

Ancestry.com, 1861 England Census (Provo, UT, USA, Ancestry.com Operations Inc, 2005), www.ancestry.com, Census Returns of England and Wales, 1861, Kew, Surrey, England: The National Archives of the UK (TNA): Public Record Office (PRO), 1861.

Ancestry.com, 1870 United States Federal Census (Provo, UT, USA, The Generations Network, Inc., 2003), www.ancestry.com.

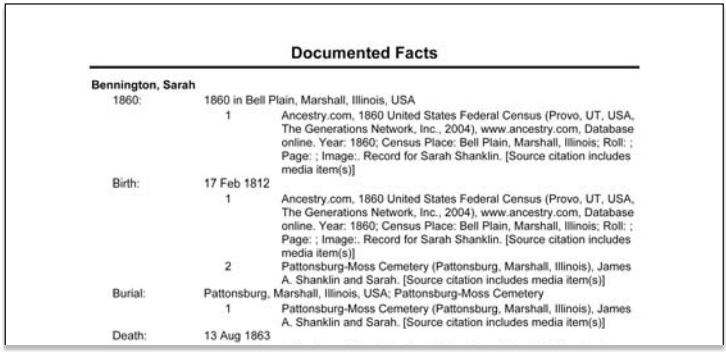
Ancestry.com, 1880 United States Federal Census.

Ancestry.com, 1900 United States Federal Census (Provo, UT, USA, The Generations Network, Inc., 2004), www.ancestry.com.

Figure 10-21. An annotated bibliography.

Documented Facts Report

The Documented Facts Report (fig. 10-22) lists all of the events for which you have entered source information.



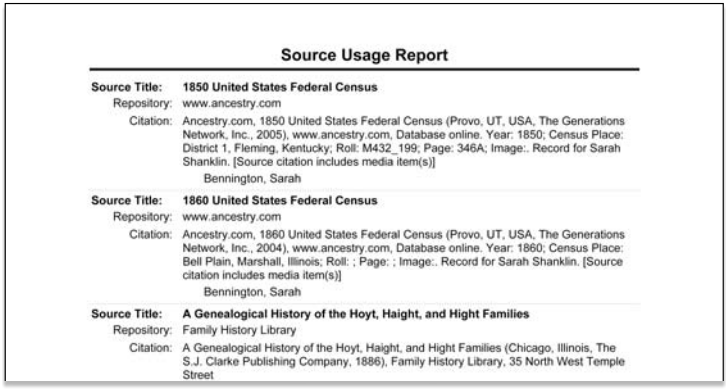
Documented Facts

Bennington, Sarah		
1860:	1860 in Bell Plain, Marshall, Illinois, USA	
	1	Ancestry.com, 1860 United States Federal Census (Provo, UT, USA, The Generations Network, Inc., 2004), www.ancestry.com, Database online. Year: 1860; Census Place: Bell Plain, Marshall, Illinois; Roll: ; Page: ; Image:. Record for Sarah Shanklin. [Source citation includes media item(s)]
Birth:	17 Feb 1812	
	1	Ancestry.com, 1860 United States Federal Census (Provo, UT, USA, The Generations Network, Inc., 2004), www.ancestry.com, Database online. Year: 1860; Census Place: Bell Plain, Marshall, Illinois; Roll: ; Page: ; Image:. Record for Sarah Shanklin. [Source citation includes media item(s)]
	2	Pattonsburg-Moss Cemetery (Pattonsburg, Marshall, Illinois), James A. Shanklin and Sarah. [Source citation includes media item(s)]
Burial:	Pattonsburg, Marshall, Illinois, USA; Pattonsburg-Moss Cemetery	
	1	Pattonsburg-Moss Cemetery (Pattonsburg, Marshall, Illinois), James A. Shanklin and Sarah. [Source citation includes media item(s)]
Death:	13 Aug 1863	

Figure 10-22. A Documented Facts Report.

Source Usage Report

The Source Usage Report (fig. 10-23) includes each source you have created and lists the individuals and facts associated with



Source Usage Report

Source Title:	**1850 United States Federal Census**
Repository:	www.ancestry.com
Citation:	Ancestry.com, 1850 United States Federal Census (Provo, UT, USA, The Generations Network, Inc., 2005), www.ancestry.com, Database online. Year: 1850; Census Place: District 1, Fleming, Kentucky; Roll: M432_199; Page: 346A; Image:. Record for Sarah Shanklin. [Source citation includes media item(s)]
	Bennington, Sarah
Source Title:	**1860 United States Federal Census**
Repository:	www.ancestry.com
Citation:	Ancestry.com, 1860 United States Federal Census (Provo, UT, USA, The Generations Network, Inc., 2004), www.ancestry.com, Database online. Year: 1860; Census Place: Bell Plain, Marshall, Illinois; Roll: ; Page: ; Image:. Record for Sarah Shanklin. [Source citation includes media item(s)]
	Bennington, Sarah
Source Title:	**A Genealogical History of the Hoyt, Haight, and Hight Families**
Repository:	Family History Library
Citation:	A Genealogical History of the Hoyt, Haight, and Hight Families (Chicago, Illinois, The S.J. Clarke Publishing Company, 1886), Family History Library, 35 North West Temple Street

Figure 10-23. A Source Usage Report.

that source. This report helps you determine which recorded facts are supported by sources. It can be useful in keeping track of the sources you've researched and lets you compare notes with other researchers.

Calendars

You can make a monthly calendar (fig. 10-24) that displays birthdays, death dates, and anniversaries included in your tree. Because you can choose which individuals to include, you can create a calendar for your immediate family or make one that celebrates your ancestors.

Figure 10-24. A calendar showing birth dates for all individuals.

Creating a Report

All reports are based on the last individual you were viewing in your tree. To change the primary individual in the report, click his or her name in the mini pedigree tree above the report, or click the Index of Individuals button and choose the person you want.

1. Go to the **Collection** tab on the Publish workspace. In **Publication Types**, click the report type you want.
2. Double-click the report icon, or select its icon and then click the **Detail** tab.
3. Use the editing panel to change the report.

Customizing a Report

You can customize the contents and format of many reports in Family Tree Maker. For example, you can determine which individuals and facts are included in the report and choose background images and text options.

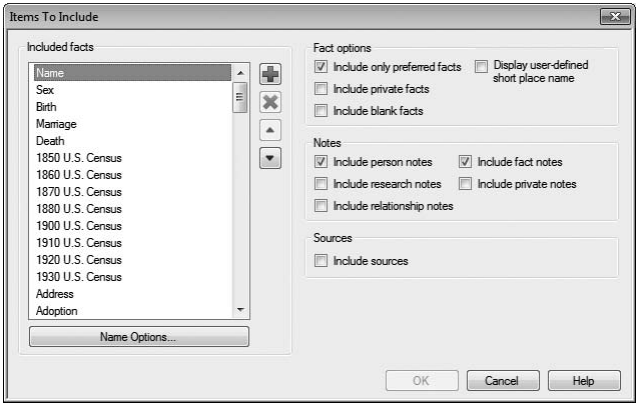
Choosing Facts to Include in a Report

In some reports you can choose which facts you'd like to include.

1. Access the report you want to change. In the editing toolbar, click the **Items to include** button.

The Items to Include window opens. The default facts for the report are shown in the Included facts list. You can add and delete facts and also change display options for each fact. For example, you can change the order in which a name displays.

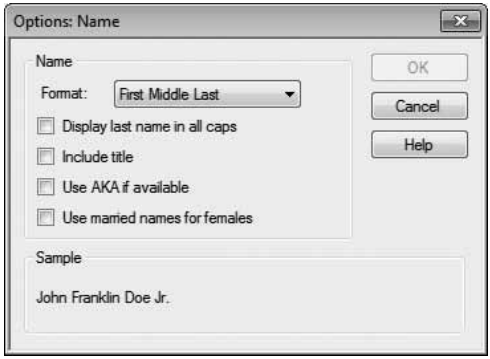
2. Do one of these options:
   - To delete a fact from a report, click the fact in the Included facts list and click the red (**X**) button.
   - To add a fact to the report, click the blue (+) button. The Select Fact window opens. Choose a fact from the list and click **OK**.



3. Choose which types of facts to include or exclude:
   - You may have multiple facts for the same event. Click **Include only preferred facts** to include only the facts designated as "preferred."
   - Click **Include private facts** to include facts designated as "private."
   - Click **Include blank facts** to include a fact field even if the fact has not been entered for an individual.
   - If you have entered shortened place names for locations, click **Display user-defined short place name** to use these locations in the report.

4. To determine a fact's format in the report, click the fact in the "Included facts" list and click the **Options** button. Then select the options you want and click **OK**.

   Note: The options for each fact vary. For example, with births, marriages, and deaths, you can include dates and locations.



5. Choose which types of notes to include in the report:
   - Click **Include person notes** to include person notes linked to individuals.
   - Click **Include research notes** to include research notes linked to individuals.
   - Click **Include relationship notes** to include person notes linked to relationships.
   - Click **Include fact notes** to include notes linked to facts.
   - Click **Include private notes** to include a note even if it has been designated as "private."
6. To show sources in the report, click the **Include sources** checkbox.
7. Click **OK**.

Choosing Individuals to Include in a Report

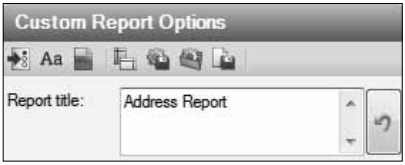
In many reports, you can choose which individuals will be included. You might want to choose a specific ancestor and only his or her descendants, or you may choose to include everyone in the tree. You can also choose individuals by picking specific criteria (for example, you may want to generate a report that shows all individuals who were born in a particular city).

1. Access the report you want to change. You can choose individuals for the report in the editing panel.

2. Do one of these options:
   - If you want to include the individual's immediate family members, click **Immediate family**.
   - If you want to include everyone in your tree in the report, click **All individuals**.
   - If you want to choose specific individuals to include in the report, click **Selected individuals**. The Filter Individuals window opens. Click a name and then click **Include** to add the person. When you're finished choosing individuals click **OK**.

Changing a Report's Title

You can edit the title that appears at the top of a report. Access the report you want to change. In the editing panel, enter a name for the report in the **Report title** field.

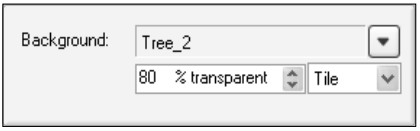


Adding a Background Image

Family Tree Maker comes with several attractive images you can use as your report's background, or you can select images stored on your computer or family pictures you've already added to your tree.

1. Access the report you want to change. In the editing panel, choose an image from the **Background** drop-down list:
   - To look for an item on your computer's hard drive, click **Browse for Image**. The Select Report Background Image window opens. Choose an image and click **Open**.
   - To choose an image you've already added to your tree, click **Select from Media Collection**. The Find Media Item window opens. Choose an image and click **OK**.
2. Choose how the background will be displayed on the report. If you want the image centered in the background, choose **Center**. If you want the image stretched to fit the entire page, choose **Stretch**. If you want a close-up of the image, choose **Zoom**. If you want a series of the same image to fill the background, choose **Tile**.

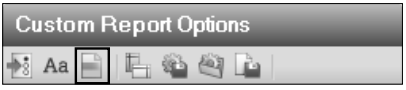
3. In the **Transparent** drop-down list, choose the intensity of the image. At 0 percent, the image will appear at its usual intensity, while a higher percentage will fade the image so the report is easier to read.



Changing the Header or Footer

You can define the headers and footers for a report (the lines of text at the top and bottom of a report).

1. Access the report you want to change. In the editing toolbar, click the **Header/Footer** button.

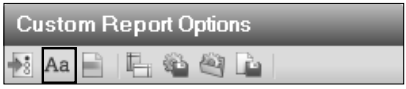


2. Change the header and footer options as necessary:
   - **Show report title on every page.** Click this checkbox to display a header (the report's title) on each page of the report.
   - **Show footer.** Click this checkbox to display a footer on each page of the report. Click **Include page number** to display a page number on the left side of the footer; click **Include print date** to display the current date on the right side of the footer; click **Include print time** to display the current time next to the current date.
3. Click **OK**.

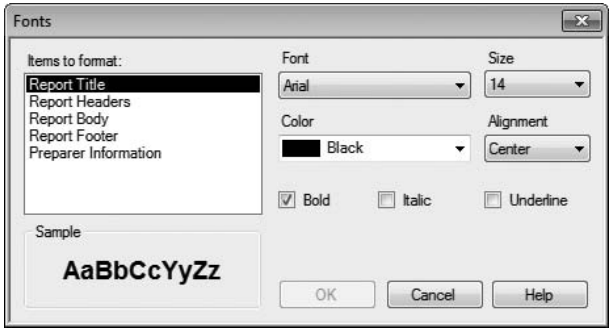
Changing Fonts

You can change the appearance of the text in reports to make it more formal, more fun, or maybe just more readable.

1. Access the report you want to change. In the editing toolbar, click the **Fonts** button.



2. In the **Items to format** list, click the text element, such as the report title, you would like to change.



3. Choose a font from the **Font** drop-down list. You can also change the size of the text, its style, color, and alignment. The Sample box shows you how your font choices will appear in the report.
4. Click **OK** to save your changes.

Saving Reports

You can save a specific report that can be accessed in Family Tree Maker (or just its settings) or you can save a report in different file formats you can export.

Saving the Settings for a Report

After you customize a report, you can save your settings so you won't have to recreate these changes the next time you access the report. The settings you can save depend on the report, but generally include fact options, fonts, headers and footers, page layouts, and background images.

> Note: You cannot save settings in one report and use them in another. For example, if you save settings in the Parentage Report, you cannot use these settings in the Kinship Report.

1. Make any necessary modifications to the report, and click the **Save settings** button in the editing toolbar.

2. A message asks if you want to use the current settings as the "preferred" settings for this report type. Click **Yes**.

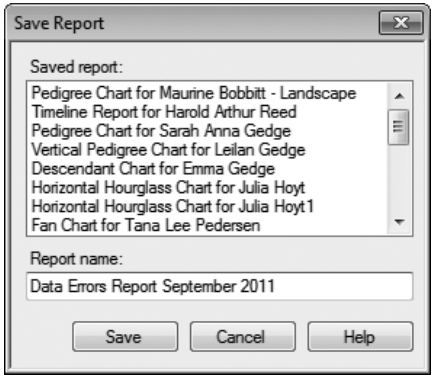
> Tip: If you don't want to use the settings anymore, you can quickly change back to the report's default settings. Click the **Use report settings** button in the editing toolbar. Then choose **Default settings** and click **OK**.

Saving a Specific Report

After you've modified or customized a report for an individual or family line you may want to save it. That way you can access the exact report again without having to recreate it.

1. After you have modified the report, click the **Save report** button in the editing toolbar.

2. Enter a name for the report in the **Report name** field. Be sure to use a name that will distinguish the report from others. For example, don't use generic terms like "Family Group Sheet" or "Custom Report."


Save Report
Saved report:
Pedigree Chart for Maurine Bobbitt - Landscape
Timeline Report for Harold Arthur Reed
Pedigree Chart for Sarah Anna Gedge
Vertical Pedigree Chart for Leilan Gedge
Descendant Chart for Emma Gedge
Horizontal Hourglass Chart for Julia Hoyt
Horizontal Hourglass Chart for Julia Hoyt1
Fan Chart for Tana Lee Pedersen
Report name:
Data Errors Report September 2011
Save
Cancel
Help

3. Click **Save**.

Tip: To open a saved report, go to the Collection tab on the Publish workspace. In Publication Types, click **Saved Reports**. Then double-click the report you want to open.

Saving a Report as a File

You may want to save a report to a file format compatible with software other than Family Tree Maker; for example, a spreadsheet or word-processing program. These files can be easily shared with others or posted on a website.

1. Access the report you want to save.
2. Click the **Share** button above the editing panel. From the drop-down list, choose one of these options:
   - **Export to PDF.** An Adobe PDF (Portable Document Format) is useful because PDFs keep the formatting you select. That way, if you print your report or send it to a relative, the report will look exactly as you see it on your monitor. You cannot make changes to the PDF within Family Tree Maker, and you need the Adobe Reader in order to view it. (Reader can be downloaded for free from the Adobe website.)
   - **Export to CSV.** This format organizes information into fields (comma-separated values) and is meant to be imported into spreadsheet programs. Although you can export any report as a CSV file, it is most useful for statistical reports that use columns, such as the marriage or parentage report.
   - **Export to RTF.** This word-processor format is based on a basic text file, but it can include information such as text style, size, and color. Also, this is a universal format, so it can be read by nearly all text editors.
   - **Export to HTML.** Hypertext Markup Language is the standard language for creating and formatting Web pages.

Each format has its own export options you can choose from. After you choose a format type, you may be able to choose options such as page borders and text separators. Once you've made your selections, a file management window opens.

3. Navigate to the location where you want to save the report. Then enter a name for it and click **Save**.

Printing a Report

When you are done creating and customizing a report, you may want to print it out. Family Tree Maker makes it easy to choose setup options and print a report.

1. Access the report you want to print.
2. Click the **Print** button above the editing panel. Just like printing from any other application, you can choose a printer, select the number of copies, and choose a page range.
3. Click **Print**.

Sharing a Report

Family Tree Maker lets you share reports with others—via email—in a variety of formats.

> Note: You must be connected to the Internet and have a desktop email program to use this feature.

1. Access the report you want to email.
2. Click the **Share** button above the editing panel. From the drop-down list, choose one of these options:
   - **Send as PDF.** The Adobe PDF retains printer formatting and graphical elements so it resembles how the printed document will appear.

- **Send as CSV.** This format organizes information into fields (comma-separated values) and is meant to be imported into spreadsheet programs.
- **Send as RTF.** This word-processor format is based on a basic text file, but it can include information such as text style, size, and color. Also, this is a universal format, so it can be read by nearly all text editors.
- **Send as Image.** This option lets you create an image of the report as a bitmap, JPEG, and other image formats.

Each format has its own export options you can choose from. After you choose a format type, you may be able to choose options such as page borders and text separators. Once you've made your selections, click **OK**. A file management window opens.

3. Navigate to the location where you want to save the report. Then enter a name for the report and click **Save**. Family Tree Maker opens a new email (with the file attached) in your default email program.
4. Send the email as you would any other.

Chapter Eleven
Creating a Family History Book

Wouldn't you love to have a printed family history to share your family stories, photographs, maps, and research? And what could be more convenient than using the same software to organize your family history *and* create a book to tell your ancestral story?

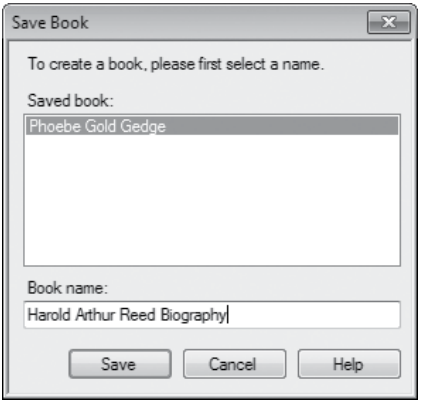
Family Tree Maker gives you access to two publishing tools that will help you create a quality family history book that you and your family will enjoy for many years to come. The first tool is a desktop book-building feature built into the Family Tree Maker software. It's a great way to assemble a traditional genealogy using the images, facts, charts, and reports you've already entered in your tree; you can also use the text-editing features to add stories and additional information. The second tool is MyCanvas, a Web-based publishing service. It's perfect for creating scrapbooks, photo books, memorial books, and more informal family histories.

The Desktop Book-Building Tool

Family Tree Maker lets you create a family history right on your own desktop using its book-building tool. Getting started is easy because you can use the facts, photos, charts, reports, and timelines already in your file. Add some personal stories and anecdotes, and you're ready to combine all the pieces together into a real book you can share with others electronically or take to a copy shop to be printed and bound.

Starting a Family History Book

1. Go to the **Collection** tab on the Publish workspace. In **Publication Types**, click **Books**.
2. Double-click **Genealogy Book**. The Save Book window opens.



3. Enter a title for the book in the **Book name** field and click **Save**. The book opens in the text editor.

Importing a Book

If you created a book in Family Tree Maker 2006 or Version 16, you can import the book into your 2012 tree. However, because of differences between the old and new software formats, some items won't transfer over, such as images, text formatting, and NGSQ reports (placeholder pages show you where reports and charts have been left out). Before you import a book, you should make a backup of your current tree.

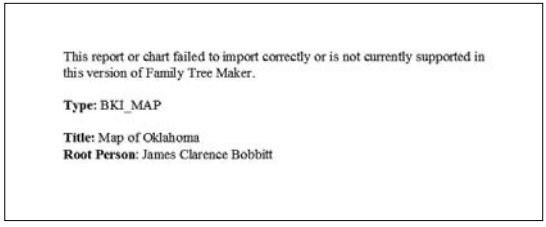
Note: When you import a book, Family Tree Maker adds an explanatory page as the first item in your book. You should delete this before you share or print the book.

1. Choose **File>Import Books**. A file management window opens.

   Note: The Import Books option imports *only* books that have been created in Family Tree Maker.

2. Navigate to the Family Tree Maker (.ftw) file that contains the book you want to import and click **Open**. When the import is complete, you'll see the Success window, which shows how many books and book items were imported.
3. Click **OK**. The books are added to your Saved Books list.
4. To view your imported book, go to the **Collection** tab on the Publish workspace.
5. In **Publication Types**, click **Saved Books**.
6. Double-click the book you imported, or select its icon and then click the **Detail** tab. The book opens in the text editor.

   If Family Tree Maker was unable to import an item (such as a timeline, map, or report), click on the missing item in the outline and its placeholder text will explain what has been left out—and in some cases, who the item was attached to.


This report or chart failed to import correctly or is not currently supported in this version of Family Tree Maker.
Type: BKI_MAP
Title: Map of Oklahoma
Root Person: James Clarence Bobbitt

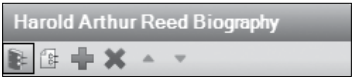
Accessing a Saved Book

1. Go to the **Collection** tab on the Publish workspace. In **Publication Types**, click **Saved Books**.
2. Double-click the book you want to open, or select its icon and then click the **Detail** tab. The book opens in the text editor.

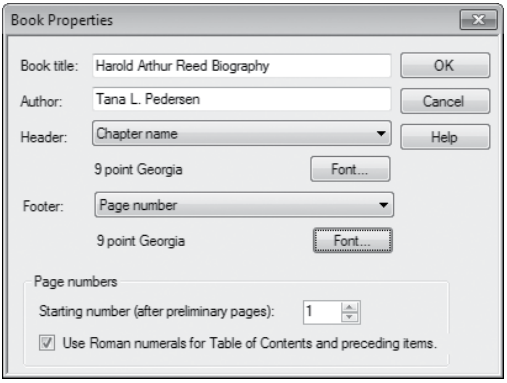
Setting Up a Book

When you create a book you can enter information about the author, the title, and determine the headers and footers.

1. Access the book you want to set up.
2. In the book panel toolbar, click the **Book Properties** button.



The Book Properties window opens.



3. Change the book's properties as necessary:
   - **Book title.** Enter the name of your book. This is the title that will appear in the book's headers and footers; it is not entered on the title page automatically.
   - **Author.** Enter the name of the individual who wrote the book.
   - **Header.** Choose a header type from the drop-down list. Headers are typically the title of a book, but you can choose to have no header, or a combination of the book title, chapter name, and page number. To change the header's font, click **Font** and choose a style and size from the drop-down list.

     Note: You can change the header for a specific page using Item Properties. For instructions see "Changing an Item's Settings."

   - **Footer.** Choose a footer type from the drop-down list. Footers are typically page numbers, but you can choose to have no footer, or a combination of the book title, chapter name, and page number. To change the footer's font, click **Font** and choose a style and size from the drop-down list.

     Note: You can change the footer for a specific page using Item Properties. For instructions see "Changing an Item's Settings."

   - **Starting number.** Choose what page you want the body of the book to start on (the front matter—title page, table of contents, dedication, etc.—will be numbered separately).
   - **Use Roman numerals.** Click this checkbox to use the standard Roman numerals (i, ii, iii, iv) for the book's front matter—title page, table of contents, dedication, etc.
4. Click **OK**.

Adding Content to a Book

You can add any number of items to your family history book, including stories, photos, reports, charts, and even an automatically generated table of contents and index.

Adding Text

Don't let your family history book become a dry recitation of facts. Add interest and personality by including family stories and memories. If your grandfather immigrated to America when he was young, don't just list this fact in an individual report. Include a photo of the ship your grandfather arrived on and an excerpt from his journal that tells how he felt when he saw the Statue of Liberty for the first time.

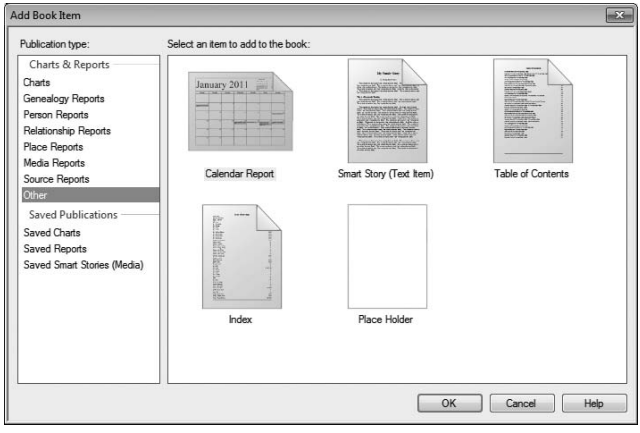
Family Tree Maker has three options for entering text: you can manually type text, import text from another text file or document, or use Smart Stories to extract facts, sources, and notes you've already entered in your tree (for more information on Smart Stories, see page 66).

Adding a Text Item

Before you can add stories you'll need to add a text item to your book. A text item is basically a blank sheet of paper that you open in the book text-editor. Creating one is much like opening a new document in a word-processing program. You can use it to create everything from an entire chapter to a simple page with a photo and a caption.

1. Access the book you want to add a text item to. In the book panel toolbar, click the **Add Book Item** (+) button.

The Add Book Item window opens.

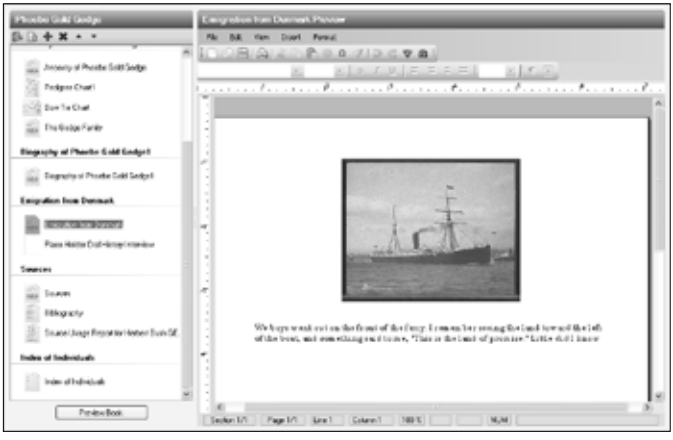


2. In the Add Book Item window, click **Other**. Then double-click **Text Item**, or select its icon and then click **OK**. A blank page opens in the text editor.

Entering Text Manually

You can use the text editor to write your own family narratives.

1. Access the text item you want to add text to by clicking its name in the book panel.
2. Place your cursor where you want the text to begin. Then type the text you want to add.

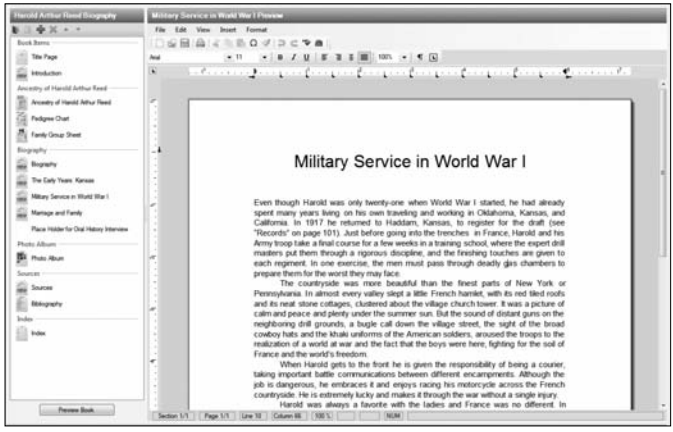


Importing Text from Another Document

If you've already written part of your book in another text program, you don't have to re-type your text or copy and paste sections into Family Tree Maker. You can import the entire document at once—without losing formatting.

1. Access the text item you want to import text into by clicking its name in the book panel.
2. Place your cursor where you want the text to begin. In the text editor, choose **File>Open**. A file management window opens.

3. Navigate to the document you want to import and click **Open**. The document opens in the text editor.


Military Service in World War I
Even though Harold was only twenty-one when World War I started, he had already spent many years living on his own traveling and working in Oklahoma, Kansas, and California. In 1917 he returned to Haddam, Kansas, to register for the draft (see "Records" on page 101). Just before going into the trenches in France, Harold and his Army troop take a final course for a few weeks in a training school, where the expert drill masters put them through a rigorous discipline, and the finishing touches are given to each regiment. In one exercise, the men must pass through deadly gas chambers to prepare them for the worst they may face.
The countryside was more beautiful than the finest parts of New York or Pennsylvania. In almost every valley slept a little French hamlet, with its red tiled roofs and its neat stone cottages, clustered about the village church tower. It was a picture of calm and peace and plenty under the summer sun. But the sound of distant guns on the neighboring drill grounds, a bugle call down the village street, the sight of the broad cowboy hats and the khaki uniforms of the American soldiers, aroused the troops to the realization of a world at war and the fact that the boys were here, fighting for the soil of France and the world's freedom.
When Harold gets to the front he is given the responsibility of being a courier, taking important battle communications between different encampments. Although the job is dangerous, he embraces it and enjoys racing his motorcycle across the French countryside. He is extremely lucky and makes it through the war without a single injury.
Harold was always a favorite with the ladies and France was no different. In

Formatting Text

The text formatting options available in a Family Tree Maker book are similar to those in any word processing program. You can change fonts, text size, alignment, tabs, and indents.

1. Access the text item you want to add formatting to by clicking its name in the book panel.
2. Format the text using these options:
   - **Change the font color, size, or style.** Select the text you want to change. Click **Format>Character**. The Font window opens. Make the necessary changes and click **OK**.
   - **Change the amount of space between lines of text.** Select the paragraph that has line spacing you want to change. Click **Format>Paragraph**. On the Formatting and Indents

tab, choose a spacing option from the **Line spacing** drop-down list. Click **OK**.

- **Change the indent of a paragraph.** Select the paragraph you want to change the indent for. Click **Format>Paragraph**. On the Formatting and Indents tab, choose new indents from the **Left** and **Right** drop-down lists. Click **OK**.
- **Add a page break.** Place your cursor where you want the page break to occur. Click **Format>Paragraph**. On the Frame and Page Breaks tab, click the **Page break before** checkbox. Click **OK**.
- **Change the document's tabs.** Click **Format>Tabs**. The Tabs window opens. Make the necessary changes and click **OK**.

Adding Images

What family history book would be complete without family photos, personal correspondence, record images, and maps? Family Tree Maker lets you add any image you've included in your family tree to your book. You can also add images you've stored elsewhere on your computer that you don't necessarily want to keep in your family tree—for example, clip art or embellishments.

1. Access the text item you want to add an image to by clicking its name in the book panel.

   Note: In the book-building tool you cannot wrap text around images. If you don't want the image to be in-line with the text, you may want to add space before and after the object.

2. Place your cursor where you want the image to appear.
3. Do one of these options:
   - To add an image you've uploaded to Family Tree Maker, choose **Insert>Image from Media Collection**. The Find Media Item window opens. Select the image and click **OK**.
   - To add an image from your computer, choose **Insert>Image from File**. Navigate to the image you and click **Open**.

   Note: You can also add images linked to individuals by clicking the Media button on the Smart Story toolbar (for more information see page 72). Select the image you want and drag it to your document.
4. To align the image, right-click it. Then choose "Left," "Center," or "Right" from the **Justify Image** drop-down list. You can also move the image by dragging it to a new location.

Military Service in World War I Preview
File Edit View Insert Format
Military Service in World War I
Cut
Copy
Paste
Justify Image
Left
Center
Right
Even though Harold was only twenty-one when World War I started, he had already spent many years living on his own traveling and working in Oklahoma, Kansas, and California. In 1917 he returned to Haddam, Kansas, to register for the draft (see "Records" on page 101). Just before going into the trenches in France, Harold and his Army troop take a final course for a few weeks in a training school, where the expert drill masters put them through a rigorous discipline, and the finishing touches are given to each regiment. In one exercise, the men must pass through deadly gas chambers to prepare them for the worst they may face.

5. If you need to resize an image, click on the image. Then drag one of the square handles to change the size. To maintain the image's proportions, drag the image from one of the corners.

Adding a Chart or Report

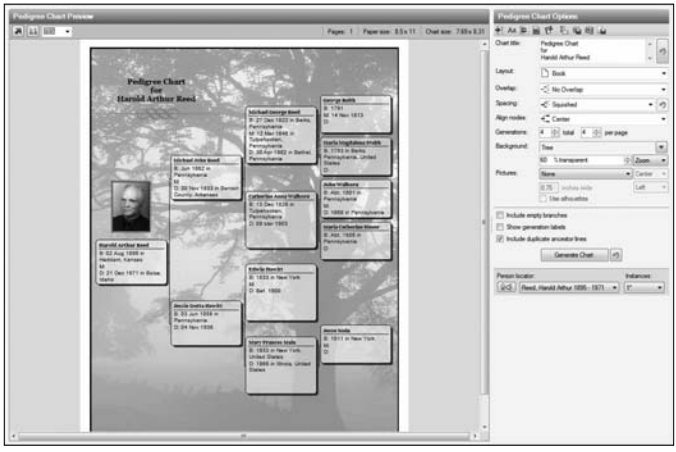
You can add as many charts and reports to a book as you'd like. Make sure you choose ones that are appropriate for your audience. For example, you may want to share more personal and informal trees and reports in a book meant for your children, but you'll want to remove information about living relatives if you plan on sharing your book with other genealogists.

1. Access the book you want to add a chart or report to.
2. In the book panel toolbar, click the **Add Book Item** (+) button.

3. In the Add Book Item window click the category for the chart or report you want to use. Then double-click the chart/report, or select its icon and click **OK**.

   Tip: You can also click **Saved Charts** or **Saved Reports** to use documents you've already created.

   The chart or report opens. You can use the editing panel to change the chart or report just as you would if you were creating it outside of the book (for instructions on customizing charts and reports, see chapters 9 and 10).

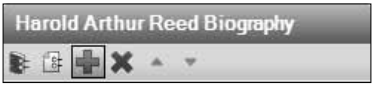


Adding a Placeholder

If you want to incorporate a story, chart, or photo from outside Family Tree Maker, you can use a placeholder to reserve a specific number of pages until you're ready to add the information.

1. Access the book you want to add a placeholder to.

2. In the book panel toolbar, click the **Add Book Item** (+) button.



3. In the Add Book Item window, click **Other**. Then double-click **Place Holder**, or select its icon and then click **OK**.
4. Choose the number of pages you want to reserve from the **Number of pages** field.

Place Holder for Oral History Interview Preview
Place Holder for Oral History Interview Options
Number of pages:
10
Page 0 of 0
Zoom Factor: 100%

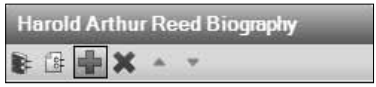
Tip: Give the placeholder a descriptive name so you don't forget what you were going to use it for. You can change it's name by clicking the Book Item Properties button in the book panel toolbar.

Creating a Table of Contents

Family Tree Maker can automatically generate a table of contents for your book. If you make changes to your book (such as adding a new chart or moving a text item) Family Tree Maker will update the table of contents and its page numbers to reflect the changes.

Note: The table of contents is automatically added after the title page. You can change the order of the front matter—table of contents, dedication, preface, etc.—but you cannot move the table of contents out of the front matter.

1. Access the book you want to add a table of contents to.
2. In the book panel toolbar, click the **Add Book Item** (+) button.



3. In the Add Book Item window, click **Other**. Then double-click **Table of Contents**, or select its icon and then click **OK**. The table of contents opens.

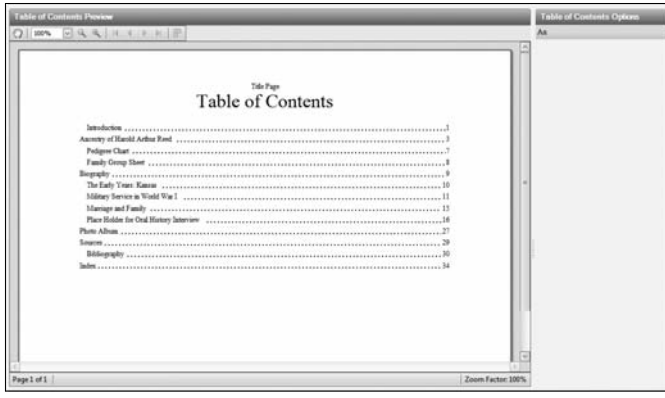


Table of Contents Preview
Table of Contents Options
Title Page
Table of Contents
Introduction 1
Ancestry of Harold Arthur Reed 3
Pedigree Chart 7
Family Group Sheet 8
Biography 9
The Early Years: Kansas 10
Military Service in World War I 11
Marriage and Family 13
Place Holder for Oral History Interview 16
Photo Album 27
Sources 29
Bibliography 30
Index 34
Page 1 of 1
Zoom Factor: 100%

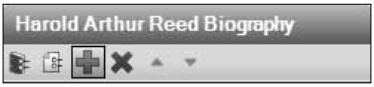
Although you cannot directly edit the table of contents, you can customize the text's font, size, and color by clicking the Fonts button under the "Table of Contents Options" heading.

Creating an Index of Individuals

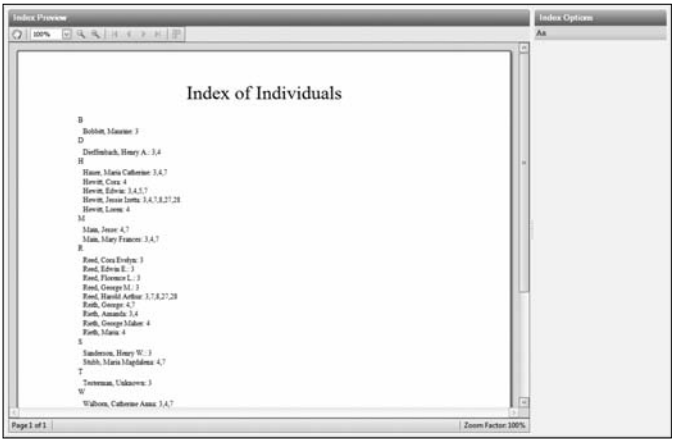
Family Tree Maker can automatically generate an index that lists all the individuals included in the book's reports and charts (names mentioned in text items will *not* be included). If you make changes to your book (such as adding a new chart) Family Tree Maker will update the index to reflect the change.

> Note: The index cannot be moved; it must be the last item in your book.

1. Access the book you want to add an index to.
2. In the book panel toolbar, click the **Add Book Item** (+) button.



3. In the Add Book Item window opens, click **Other**. Then double-click **Index**, or select its icon and then click **OK**. The index opens.



Although you cannot edit the index, you can customize the text's font, size, and color by clicking the Fonts button under the "Index Options" heading.

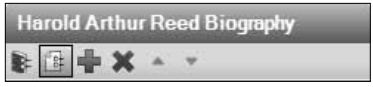
Organizing a Book

As your book grows, you may find that it has changed from the project you originally envisioned and that you need to make some adjustments. Perhaps you've uncovered additional records and photos and you want to rearrange a couple of chapters to include them. Or maybe you decided that it wasn't necessary to include a Notes report. Family Tree Maker makes it easy to change titles, rearrange the order of how things appear in your book, or even delete sections you don't need.

Changing an Item's Settings

A Family Tree Maker book is made up of a variety of different book items: text items, charts, reports, etc. You can change settings for each book item.

1. Access the book you want to change. Then access the item you want to change.
2. In the book panel toolbar, click the **Book Item Properties** button.



The Item Properties window opens.

Item Properties
Item name:
Military Service in World War I
This item begins a chapter
Start this item on an odd numbered page
Do not print page number on the first page of this item
Header/footer
Include the header in this item
Include the footer in this item
OK
Cancel
Help

3. Change the item's settings using these options:
   - **Change the item's title.** Enter a title in the **Item name** field. This is the title that will appear in the book's table of contents and this item's headers and footers.
   - **Make this item start a new chapter.** Click the **This item begins a chapter** checkbox.
   - **Make the first page of this item start on an odd-numbered (right-facing) page.** Click the **Start this item on an odd numbered page** checkbox. Typically each chapter starts on an odd-numbered page.
   - **Prevent a page number from appearing on the first page of an item.** Click the **Do not print page number on the first page** checkbox. Typically chapter openers do not include a page number. You may also want to use this option for reports, charts, and full-page images.

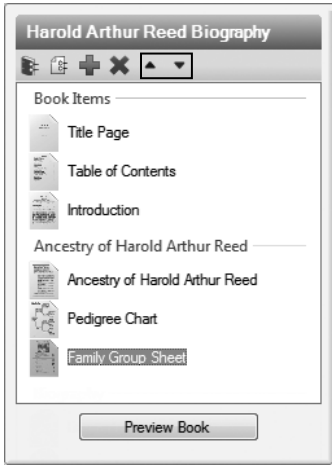
- **Display headers in the item.** Click the **Include the header in this item** checkbox.
- **Display footers in the item.** Click the **Include the footer in this item** checkbox.

4. Click **OK**.

Rearranging Book Items

The book panel shows you all the items you've included in a book. The order in which they're displayed in this outline is the order in which they'll print. You can change this order at any time.

1. Access the book you want to change. Then click on the item you want to move in the book panel.
2. To change an item's order in the outline, select the item. Then click the **Move Up** and **Move Down** buttons in the book editing panel. (You can also drag items to the desired location.)



Deleting a Book Item

If you decide you don't want a text item, report, or chart you've included in your book, you can delete it.

1. Access the book you want to delete an item from. Then click the item in the book panel.
2. Click the **Delete Book Item** button.

Printing a Book at Home

When you are done creating your book, you can make copies on your home printer.

> Note: If you want to see what your book will look like when it is printed, click the **Preview Book** button below the book outline.

1. Access the book you want to print. Then click the **Print** button below the main toolbar.

   The Print window opens. You can choose a printer, select the number of copies to print, and choose a page range.
2. Click **Print**.

Exporting a Book

You can export your book as a PDF or text file and take it to a copy shop to be printed and professionally bound or email it to family members.

1. Access the book you want to export. Then click the **Share** button below the main toolbar.
2. Choose **Export to PDF** or **Export to RTF** from the drop-down list. A file management window opens.
3. Navigate to the location where you want to save the book. Then enter a name for it and click **Save**.

How Does MyCanvas Work?

MyCanvas is one of the many offerings from Ancestry.com—the parent company of Family Tree Maker. MyCanvas is a Web-based tool that allows you to create your own family history books, photo albums, family tree posters, and more. If you have already created a family tree using Ancestry.com or Family Tree Maker, you can use this tree for your project and let MyCanvas start the work for you. The information in your tree will be placed in professionally designed templates. You can leave the pages "as is" or use the interactive tools to add additional photographs, embellishments, and text.

When you complete your book, you may want to print some pages on your desktop printer. Keep in mind, if you choose to print at home, pages will have a low resolution (meaning text and images won't look sharp), and if you have lots of colorful photographs and backgrounds, you can go through quite a bit of ink or toner. Through MyCanvas, you can buy a high-resolution copy of your book and have it printed, professionally bound, and sent to your door.

Each unique book you create preserves your heritage and is an exciting way to share your discoveries with family and friends. And these books also make great gifts for anniversaries, birthdays, and reunions.

MyCanvas

MyCanvas is a Web-based publishing program and printing service provided by Ancestry.com that you can use to create a family history book using your Family Tree Maker tree.

After you upload your tree to Ancestry.com, MyCanvas gets you started by automatically generating pages (pedigree trees, family group sheets, and even timelines) based on information in your

tree. You can then use its intuitive features to modify these pages by adding photos, stories, historical records, and more. You can also add more pages to your book or delete pages you don't like. When you're finished, you can have your book professionally printed and bound—an heirloom to be enjoyed and shared for years to come.

> Note: This section explains how to upload your Family Tree Maker tree to MyCanvas, the Ancestry publishing tool; it does not explain how to use its features. To learn more about the tool, go to <www.ancestry.com> and click the Publish button on the main toolbar. On the left side of the window under "Support," click **Help**. You'll find tips and tricks for using the tool, and even videos..

Creating a MyCanvas Book

When you're ready to create a MyCanvas book, you will upload your tree to MyCanvas and create a project. You can create as many books as you'd like—maybe even one book for each branch of your family.

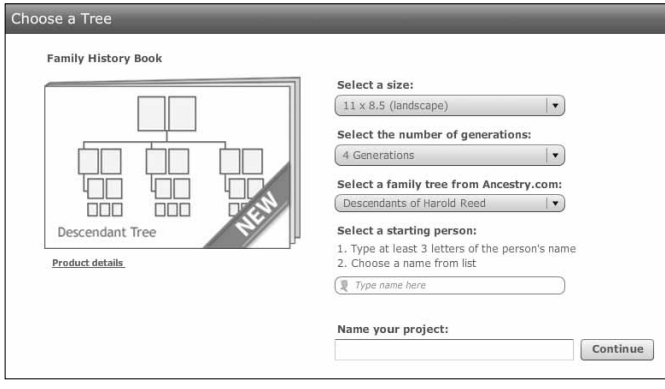
> Note: You must be a registered user or have a subscription to Ancestry.com to upload your tree. You must also be connected to the Internet.

1. Go to the **Collection** tab on the Publish workspace.
2. In **Publication Types**, click **Books**. Then double-click **Create a Professionally Printed Book Online**. The Upload to Ancestry window opens.
3. Change any upload options as necessary. If you need help see "Uploading a Tree to Ancestry.com."
4. When your tree is uploaded, continue with the next task, "Setting Up a MyCanvas Book."

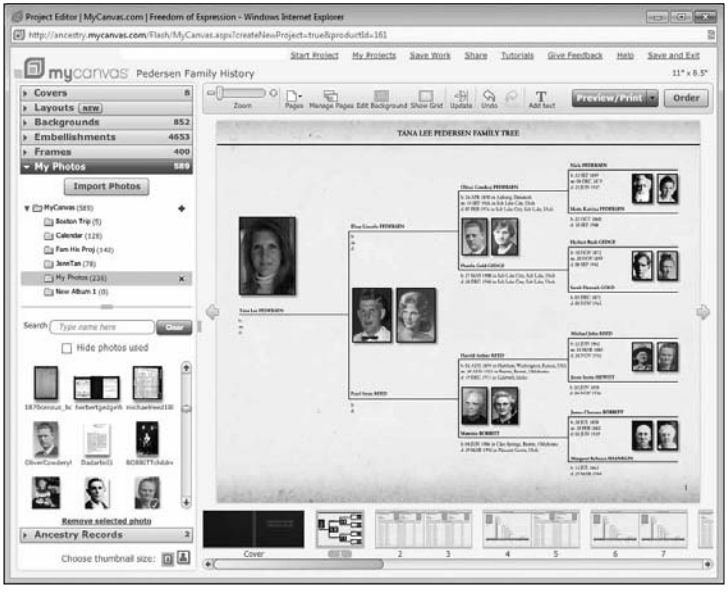
Setting Up a MyCanvas Book

1. On Ancestry.com click the **Publish** button in the main toolbar. Then click Family History Books on the left navigation panel.
2. Click the icon for the type of book you want to create (standard, combination, or descendant). You can click the "Details and Cover Options" link to learn more about each book type.

You can now choose a few options for your book.



3. Choose the book's size and the number of generations included.
4. Choose the family tree you want to use. (Because you just uploaded your tree from Family Tree Maker, this should be the default tree selected.)
5. Start typing the name of the individual you want to be the "root" person in your tree. The tool will try to recognize the name as you enter it. To use the suggested name, click it in the drop-down list.
6. Enter a name for your book project in the **Name your project** field.
7. Click **Continue**. If prompted, choose a theme for your book. The book project opens.



You can now use the MyCanvas publishing tool to create your book. Your book project is saved automatically every five minutes; however, make sure you save your project before you close the tool.

Accessing a MyCanvas Book

Once you've created a MyCanvas book, whether through this software or Ancestry.com, it's easy to access it from Family Tree Maker.

> Note: You must be connected to the Internet to access a MyCanvas book.

1. Go to the **Collection** tab on the Publish workspace.
2. In **Publication Types**, click **Books**. Then double-click **Go to Existing Online Projects**. A Web browser opens, and the My Projects page is displayed.

3. In the center of the window, you will see thumbnail images of your projects. Use the arrow buttons to scroll through the projects. When you find the project you want to open, click its thumbnail. The MyCanvas publishing tool opens in a new window.

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Managing Your Trees

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Chapter Twelve
Working with Trees

In chapter 3 you learned how to create and import new trees. This chapter will explain the many tools Family Tree Maker has to help you manage, share, and protect your trees.

Managing Your Trees

This section explains the basic tasks you'll need to know to manage your trees effectively whether you're working on one comprehensive tree or multiple trees.

Opening a Tree

When you launch Family Tree Maker, it automatically opens the last tree you were working in. You can switch to a different tree when necessary.

1. Click the **Plan** button on the main toolbar. On the right side of the window you'll see trees you've recently worked on.

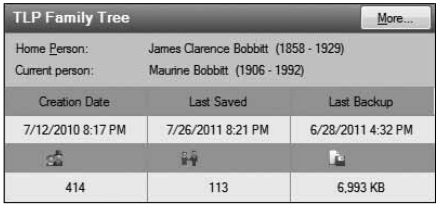
2. Do one of these options:
   - If the tree you want to open is in the list, double-click its name, or highlight the tree and click **Options**>**Open Tree**.
   - If the tree you want to open isn't in the list, you can look for the file on your hard drive. Click **Options**>**Browse**. A file management window opens. Navigate to the tree you want and click **Open**.

   Note: If you try to open a GEDCOM, a file from a previous version of Family Tree Maker, or a file from another genealogical program, the software automatically opens the New Tree tab. You can't open the file; you will need to import it (for instructions see "Importing a Tree").

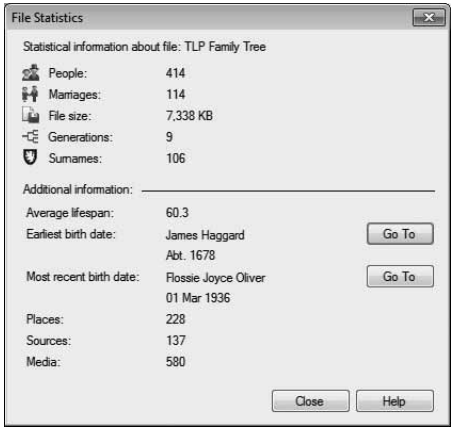
Viewing Information About a Tree

The Current Tree tab on the Plan workspace contains a summary about the tree you're working on. You can view information about the computer file, such as its size and the last day you backed up your data. You can also view information about the people in your tree, for example, the number of marriages, individuals, surnames, and sources in your tree.

1. Go to the **Current Tree** tab on the Plan workspace. A basic summary of your file appears at the top of the tab.



2. To see additional statistics about your tree, click the **More** button. The File Statistics window opens.



Renaming a Tree

You can change the name of a tree at any time.

1. Click the **Plan** button on the main toolbar. In the Trees section, highlight a tree and click **Options**>**Rename Tree**.
2. Enter a new name for the tree and click **OK**.

Deleting a Tree

If necessary, you can delete an entire tree at once.

1. Click the **Plan** button on the main toolbar. In the Trees section, highlight a tree and click **Options**>**Delete Tree**.
2. If you want to delete the media files that are linked to the tree, click **Move selected linked files** and select the files you'd like to delete. Then click **OK**.

3. If the tree you're deleting is linked to an online tree, you'll be prompted to delete that tree also. Click **Yes** to delete the tree; click **No** to keep the tree.

Using Privacy Mode

Your tree probably contains personal information about family members who are still living or even confidential details about you. Before you export a family history book or print a family tree chart to share with others, you might want to "privatize" your tree. In privacy mode information about living individuals, such as dates and facts, will not be displayed. Be aware that you will not be able to edit the tree or add additional information until you turn off privacy mode.

1. Click **File**>**Privatize File**. You can tell when a tree is in privacy mode because the word "Privatized" appears in the window's title bar and a checkmark appears next to the Privatize File option in the File menu.

2. When you want to continue working in your tree, turn off privacy mode by clicking **File**>**Privatize File** again.

GEDCOM

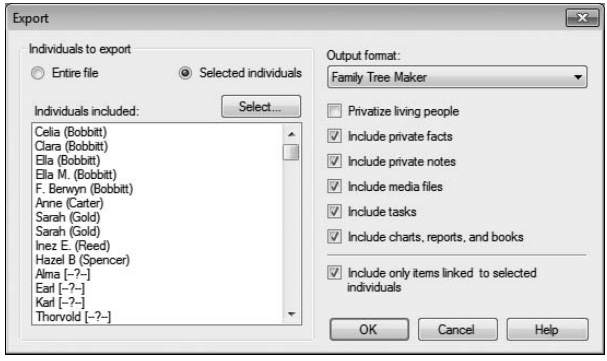
Because your great-aunt may not use the same software that you use, you'll need to share your family history in a file format that anyone can open. That format is GEDCOM. GEDCOM stands for GEnealogical Data COMmunications; it allows genealogy files to be opened in any genealogy software program. GEDCOMs are compatible with Macs and PCs.

Exporting a Tree File

If you want to share your family tree with someone, you can export all or part of a file as a GEDCOM—the standard file format used to transfer data between different genealogy software. You can also export your tree as a Family Tree Maker file; however, it will be compatible only with Family Tree Maker 2012.

> Note: While Family Tree Maker lets you add digital images, sound, and videos to your tree, these items are not included if you export to a GEDCOM.

1. Click **File**>**Export**. The Export window opens.



2. Do one of these options:
   - If you want to export the entire tree, click **Entire file**.
   - If you want to choose specific individuals to include in the file, click **Selected individuals**. The Filter Individuals window will open. Click a name and then click **Include** to add the person. When you're finished choosing individuals, click **OK**.
3. Choose a GEDCOM or Family Tree Maker option from the **Output format** drop-down list.
4. Choose the information you want included in the export file:
   - **Privatize living people.** Click this checkbox if you do not want to include information about individuals who are still living. Names and relationships will be included, but facts and shared facts will not be exported.
   - **Include private facts.** Click this checkbox to export facts designated as "private."
   - **Include private notes.** Click this checkbox to export notes designated as "private."
   - **Include media files.** Click this checkbox to export all media files in your tree.

     Note: This option is not available for GEDCOMs.
   - **Include tasks.** Click this checkbox to export tasks you've added to your Research To-Do list.

     Note: This option is not available for GEDCOMs.
   - **Include charts, reports, and books.** Click this checkbox to export charts, reports, and books you've saved.

- **Include only items linked to selected individuals.** Click this checkbox to export *only* tasks, notes, and media items that are linked to the individuals you're exporting.

5. Click **OK**. An export window opens.
6. Navigate to the location where you want to save the file.

   Note: Family Tree Maker automatically names the exported file with the same name as the original tree. If you want to use a different name, you can change it.

7. Click **Save**. A message tells you when your file has been exported successfully.

Backing Up Tree Files

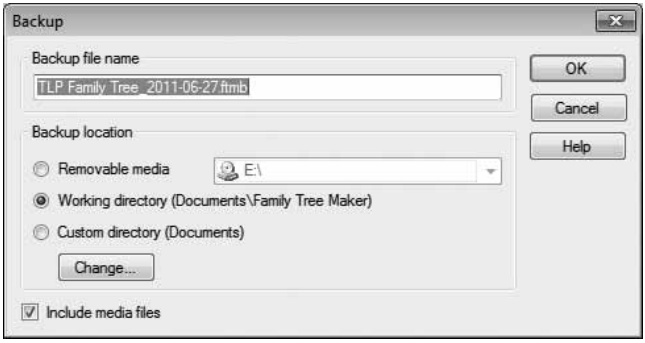
Your family trees are important; not only do they contain your family's history, but they also represent hours of your hard work. Unfortunately, computer files are vulnerable and can be corrupted by viruses or accidentally deleted or destroyed. You can preserve your family history through regular backups of your tree files. For example, you can back up your trees to a CD every month and archive the CD. Then, if your original tree is damaged or you want to revert to a previous copy, you can restore it from the backup.

Note: You can have Family Tree Maker automatically back up a tree every time you exit the program. To do this, click **Tools>Options** and make sure the **Automatically backup family file** checkbox is selected.

Backing Up a File

1. Make sure the tree you want to back up is open and click **File**>**Backup**. The Backup window opens.

2. If you want a new name to distinguish your backup file from your original tree, enter a new name for the tree in the **Backup file name** field. For example, if you back up your trees to the same rewriteable CD every time, and this backup file has the same name as the file that is already on the CD, then this backup will write over the original file.



3. Choose one of these backup locations:

   - **CD, DVD, or flash drive.** Click **Removable Media**. In the drop-down list, choose your CD-ROM drive, DVD drive, or flash drive.

     Note: The first time you back up a file to a CD-ROM, you may get a message asking you to install a driver—this message will appear only once.

   - **Hard drive.** Click **Working Directory** to save your file to the directory where your current tree is saved on your hard drive; click **Custom directory** to choose a new location on your hard drive.

4. Click **Include media files** to back up all media files in the tree.

5. Click **OK**. A message tells you when the file has been backed up successfully.

   Note: Backup files cannot be exchanged between genealogy software programs like GEDCOMs can. They can only be opened with the version of Family Tree Maker in which they were created.

Restoring a File from a Backup

If you need to use your backup file as your working tree, you can restore it when necessary.

1. Disable any anti-virus software you may be using.
2. If your backup file has been copied to a CD or other removable media, copy it back to your hard drive.
3. Click **File**>**Restore**. A file management window opens.
4. Navigate to the backup file you want to restore and click **Open**.

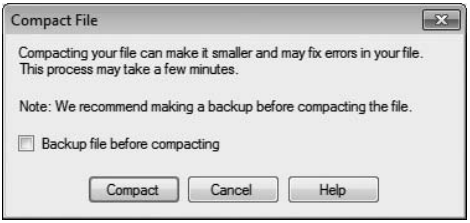
   Note: You can identify a backup file by looking at its file extension (the letters after the file name). Family Tree Maker backup files use the .ftmb extension.

   The tree will open. Any data you entered in the original tree since you created this backup will not be included. Don't forget to reenable your anti-virus software.

Compressing a Tree File

As you work in your trees you will add and delete quite a bit of data. However, even when data has been removed from a tree, the file may still be large. You should compress your tree files periodically to optimize performance, remove unnecessary items, and reindex the file.

1. Click **Tools**>**Compact File**. The Compact File window opens.


Compact File
Compacting your file can make it smaller and may fix errors in your file. This process may take a few minutes.
Note: We recommend making a backup before compacting the file.
Backup file before compacting
Compact
Cancel
Help

2. If you want to back up your file before you compress it, click the **Back up file before compacting** checkbox (recommended).
3. Click **Compact**. If you have chosen to back up your file, the Backup window opens. Change any options as necessary and click **OK**.
4. When Family Tree Maker is finished, a message shows how much the file size was reduced. Click **OK**.

   Because file compression happens behind the scenes, you won't see any changes to your tree, but you should notice better performance and a smaller overall file size.

Uploading a Tree to Ancestry.com

Chapter 3 explains how to start a new tree using an existing tree on Ancestry.com. Family Tree Maker also lets you upload a tree to Ancestry.com. It's easy, free, and because your tree will be online, it can be shared with family around the world.

> Note: To upload a tree to Ancestry.com, you do not need an Ancestry.com subscription, but you must register your copy of Family Tree Maker and have Internet access.

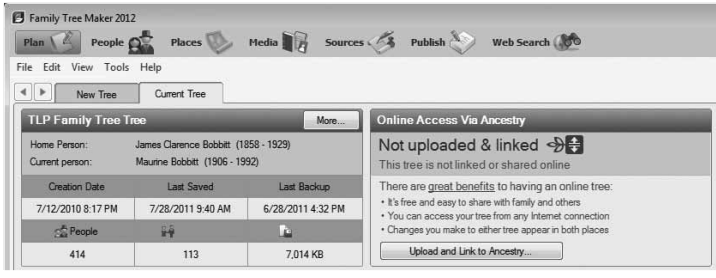
Uploading and Linking a Tree to Ancestry.com

When you upload a tree to Ancestry.com, you can create a link between your desktop Family Tree Maker tree and its corresponding tree on Ancestry. This means that additions, deletions, or edits you make in your Family Tree Maker tree will be duplicated in your Ancestry tree (and vice versa). (For more information see "Working with Linked Trees.")

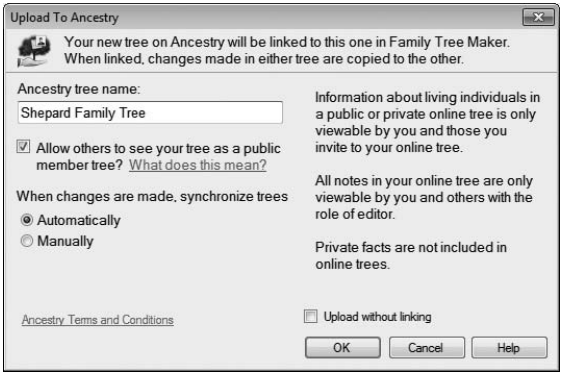
Be aware that the amount of time it takes to upload your tree is determined by the speed of your Internet connection and the size of your tree. Also, your tree is transmitted in two stages. Data and facts are uploaded immediately. Media items are processed in the background; it may take awhile for all your images to appear in your online tree.

> Note: When you upload and link a tree to Ancestry, you must upload your entire tree; you cannot upload only a part of the tree.

1. Open the tree you want to upload to Ancestry.com. Then go to the Plan workspace and click the **Current Tree** tab.



2. Click the **Upload and Link to Ancestry** button. The Upload to Ancestry window opens.


Upload To Ancestry
Your new tree on Ancestry will be linked to this one in Family Tree Maker.
When linked, changes made in either tree are copied to the other.
Ancestry tree name:
Shepard Family Tree
Allow others to see your tree as a public member tree? What does this mean?
When changes are made, synchronize trees
Automatically
Manually
Information about living individuals in a public or private online tree is only viewable by you and those you invite to your online tree.
All notes in your online tree are only viewable by you and others with the role of editor.
Private facts are not included in online trees.
Ancestry Terms and Conditions
Upload without linking
OK
Cancel
Help

3. Enter a name for your tree in the **Ancestry tree name** field. If you want your tree to be public and accessible to all Ancestry subscribers, make sure the **Allow others to see your tree** checkbox is selected.

   Note: If you choose to keep your tree private, Ancestry subscribers can still see names, birth dates, and birthplaces from your tree in search results. However, if they want to see the full tree or any attached photos and records, they will have to use the Ancestry Connection Service to contact you. Then you can choose whether to give them access to your tree or not. If you do not want your tree to appear in search results, click the **Exclude from Ancestry search index** checkbox.

4. Choose whether you want your online and desktop trees synced manually or automatically. (For more information on synchronization options, see "Setting Up Syncing.")

Privacy Options for Ancestry Member Trees

When you upload your tree to Ancestry.com, you can choose between two levels of privacy:

- **Public.** If your tree is public, other Ancestry subscribers can view all of your tree (except information about living individuals and private notes), and your tree will be shown in search results on Ancestry.com and search engines such as Google.
- **Private.** If your tree is private, limited information about individuals in your tree (name, birth year, birthplace) will appear in Ancestry search results, but no one can view the contents of your tree unless you invite them to. Additionally, you can choose to exclude your tree from appearing in search indexes on Ancestry or third-party search engines such as Google.

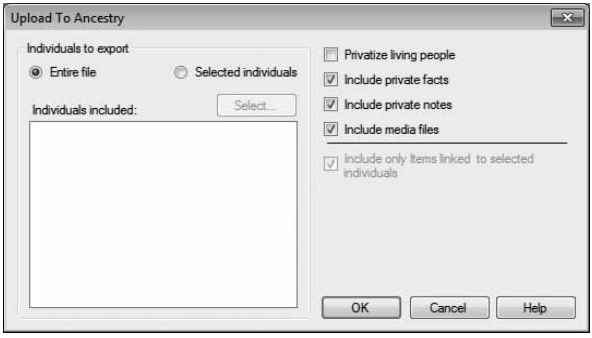
5. Click **OK**. While the tree is being uploaded, you'll see the Sync Progress window. A message lets you know when your tree has been uploaded successfully.
6. To view your tree on Ancestry.com, click the **View online tree now** checkbox and click **OK**.

Uploading a Tree to Ancestry.com Without Linking

You may want to upload your tree to Ancestry without creating a link between it and your desktop Family Tree Maker tree. For example you may want to upload a tree without linking it to Family Tree Maker if you're using MyCanvas to create a poster or family history book and you plan on deleting the online tree when you finish the project.

Note: When you upload a tree without linking it to Family Tree Maker, you can choose which individuals are included in the tree.

1. Open the tree you want to upload to Ancestry.com and go to the People workspace.
2. Click the **Share** button on the main toolbar and choose **Upload to Ancestry**.
3. Click the **Upload without linking** checkbox and click **OK**. The Upload to Ancestry window opens.



4. Do one of these options:
   - If you want to upload the entire tree, click **Entire file**.
   - If you want to choose specific individuals to include in the uploaded tree, click **Selected individuals**. The Filter Individuals window will open. Click a name and then click **Include** to add the person. When you're finished choosing individuals, click **OK**.

5. Choose the information you want included in your Ancestry tree:
   - **Privatize living people.** Click this checkbox if you do not want to include information about individuals who are still living. Names will be replaced with the word "Living." Relationships will be included, but facts and shared facts will not be uploaded.
   - **Include private facts.** Click this checkbox to upload facts you have designated as private.
   - **Include private notes.** Click this checkbox to upload notes you have designated as private.
   - **Include media files.** Click this checkbox to upload media files that are linked to individuals.

6. Click **OK**. While the tree is being uploaded, you'll see the Upload to Ancestry window, which shows the number of individuals, families, etc. that are being uploaded. A browser window opens.

File Edit View Favorites Tools Help
ancestry.com
Sign Out | Messages (12) | My Account | Help
To-Dos
Quick Links
Home
Family Trees
Search
Collaborate
Learning Center
DNA
Publish
Shop
Hire an Expert
Upload Your Family Tree Maker® Tree
Your tree from Family Tree Maker™ will be uploaded to a new tree on Ancestry. The name you choose to give your tree will be visible to your guests and other Ancestry members.
Tree Name
Give your new tree a name
Allow others to see my tree as a public member tree
What does this mean?
Description
Enter surnames, years, etc., to help people understand what your tree is about. (optional)
I accept the Submission Agreement
Upload or Cancel

7. Enter a name for your tree in the **Tree name** field. If you want your tree to be public and accessible to all Ancestry subscribers, make sure the **Allow others to see my tree** checkbox is selected.

   Note: If you choose to keep your tree private, Ancestry members can still see names, birth dates, and birthplaces from your tree in search results. However, if they want to see the full tree or any attached photos and records, they will have to use the Ancestry Connection Service to contact you. Then you can choose whether to give them access to your tree or not.

8. Click the checkbox to accept the submission agreement and click **Upload**. Ancestry.com opens and displays your tree.

Differences Between Desktop and Online Trees

Most content in your tree is uploaded and/or synced seamlessly between Family Tree Maker and Ancestry. However, because Ancestry.com and Family Tree Maker trees are in different formats, there are a few differences you should be aware of.

Content	Differences
Facts	In general fact dates, names, places, and descriptions (including custom and alternate facts) are the same in Family Tree Maker and Ancestry trees. However, you may find that some fact types are labelled differently. For example, the Physical Description fact in Family Tree Maker is the Description fact in Ancestry trees.

Content	Differences
Media items	• The caption of a media item in Family Tree Maker is the same as the Picture name field on Ancestry. • Audio and video items are not transferred between Family Tree Maker and Ancestry. • Media items attached to relationships in Family Tree Maker are not uploaded to Ancestry.com. • Records you've found on Ancestry.com and merged into Family Tree Maker won't be reuploaded to Ancestry. • Documents in Family Tree Maker will be uploaded to an Ancestry tree only if they are in one of these formats: .pdf, .doc, .txt, .rtf, or .htm. • Photos uploaded to Ancestry Member Trees cannot exceed 15MB, so a photo in your desktop tree that exceed this size limit will be resized when it is copied to Ancestry—your original file will not be affected. Images need to be in one of these formats: .jpeg, .bmp, .png, .gif, or .tiff.
Notes	In Family Tree Maker you can create a variety of notes: person, research, fact, relationship, media, and source citation. When you upload a tree to Ancestry only person notes will be included; they can only be viewed by people you have invited to your online tree.
Places	If you have entered shortened display names for locations or custom GPS coordinates in Family Tree Maker, they will not be included in your Ancestry tree.
Publications	Saved reports, charts, and books cannot be transferred from Family Tree Maker to Ancestry.

Content	Differences
Relationships	In Family Tree Maker only you can view information you've entered for a living individual. In your Ancestry tree, anyone who is invited to your tree can view information about living individuals.
Sources	• Sources created in Family Tree Maker using source templates will transfer to Ancestry, but you cannot edit these sources online. • Media items attached to source citations in Family Tree Maker will be uploaded; media items attached to sources in Family Tree Maker will not be uploaded.
Stories	• A story created on Ancestry.com will become an .htm file in Family Tree Maker, which can be viewed in a Web browser. You can edit the text in a word-processing program. • Smart Stories created in Family Tree Maker will become text (.rtf) files in Ancestry. The story can't be viewed within your Ancestry tree but the document can be downloaded. (Smart Stories are uploaded only if they are attached to individuals.)

Working with Linked Trees

Family Tree Maker makes entering information into your tree fast and easy. It also contains robust tools to help you organize your media items, cite sources, and create charts and reports. But because the program is on your desktop, sharing your tree with others can be time-consuming, and, if you don't have a laptop, you won't have access to your tree on the go.

Fortunately TreeSync™ gives you the freedom to access and update your tree no matter where you are. First, create your tree in Family Tree Maker. Then upload and link it to Ancestry.com. When you go to the library or a family member's home—anywhere with Internet access—make changes to your tree online. Then sync the changes to your desktop tree when you get home. (You can also download and link a tree you've already created on Ancestry.com. For more information see "Downloading an Ancestry.com Family Tree.")

TreeSync also makes it easy to share your tree with friends and family. Simply send an email invitation and relatives around the world can view your tree (and even collaborate with you) without any software or an Ancestry subscription.

Setting Up Syncing

When you link your desktop and online trees together, you can choose how your trees will be synchronized. You have two options:

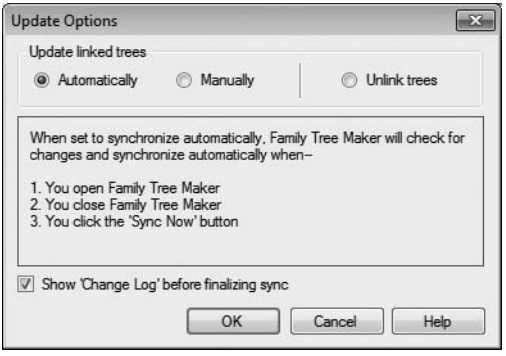
- **Automatically.** Family Tree Maker checks your tree for changes when you open a tree or close the program. If it detects differences between the trees, it will automatically synchronize the changes. You can also sync your trees at any time by clicking the Sync Now button on the Current Tree tab.
- **Manually.** Your trees will not be synchronized until you click the Sync Now button on the Current Tree tab or choose "Sync Now" from the sync icon in the main toolbar.

You can also choose whether you want Family Tree Maker to display a log of changes you've made to your online and desktop trees that you can review before syncing.

Changing Your Current Sync Setting

When you upload or download a linked tree, you will choose how your trees will be synced. You can change this setting at any time.

1. Go to the **Current Tree** tab on the Plan workspace.
2. Click the **Sync Now** button and choose "Sync Options" from the drop-down. The Update Options window opens.


Update Options
Update linked trees
Automatically
Manually
Unlink trees
When set to synchronize automatically, Family Tree Maker will check for changes and synchronize automatically when--
1. You open Family Tree Maker
2. You close Family Tree Maker
3. You click the 'Sync Now' button
Show 'Change Log' before finalizing sync
OK
Cancel
Help

3. Click **Automatically** or **Manually**. Then click **OK**.

Creating a Log of Recent Sync Activity

You can set up TreeSync so that every time you sync your online and desktop trees you can view a list of recent activity—the number of people, sources, and media items that have been added, updated, or deleted from your tree since the last sync.

1. Go to the **Current Tree** tab on the Plan workspace.
2. Click the **Sync Now** button and choose "Sync Options" from the drop-down. The Update Options window opens.
3. Click the **Show Change Log before finalizing sync** checkbox. Then click **OK**.

The next time your trees are synced together, you'll see the Sync Change Log (fig. 12-1). A timer shows how long it will be until your trees are synced if you do nothing.

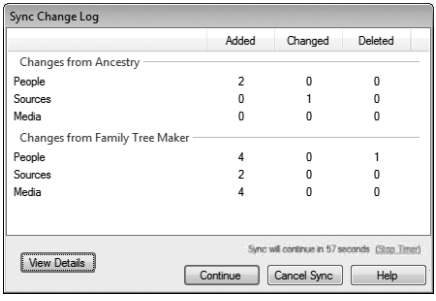


Figure 12-1. The Sync Change Log.

To proceed with the sync, click the **Continue** button. To reject the changes, click the **Cancel Sync** button. You can also click the "Stop Timer" link if you want time to review the changes; if you click the **View Details** button you can see specific details about what changes will be included in the sync (fig. 12-2).

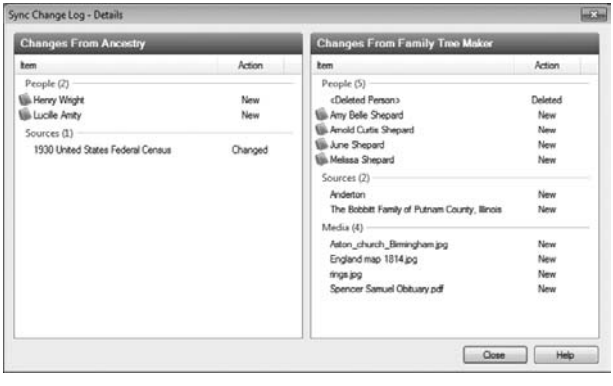


Figure 12-2. Details about changes in your linked trees.

Viewing a Tree's Sync Status

The sync icon in the upper-right corner lets you see at a glance whether your desktop and online tree are synced. A check mark icon means that the trees are up-to-date; an icon with two vertical arrows means that you have changes waiting to be synced (fig. 12-3).

Figure 12-3. Left, trees are in sync; right, trees need to be synced.

You can also see the date and time when your tree was last synced on the Current Tree tab on the Plan workspace (fig. 12-4).

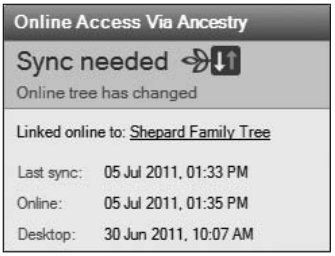

Online Access Via Ancestry
Sync needed
Online tree has changed
Linked online to: Shepard Family Tree
Last sync: 05 Jul 2011, 01:33 PM
Online: 05 Jul 2011, 01:35 PM
Desktop: 30 Jun 2011, 10:07 AM

Figure 12-4. Date and time of last sync.

Syncing Trees Manually

You can sync your tree manually at any time. However, be aware that you cannot work in your online or desktop tree until synchronization is complete. This may take a few seconds to a few minutes.

On the Plan workspace, click the **Current Tree** tab; then click the **Sync Now** button. On other workspaces, click the sync icon and choose "Sync Now" from the drop-down.

Note: You cannot sync your trees directly from Ancestry.com; you must sync your trees in Family Tree Maker. After you've synced your trees, you'll need to reload or refresh the Ancestry.com website in order to see the changes in your online tree. To do this click the reload or refresh button in your Web browser.

Resolving Conflicts Between Linked Trees

When you make a change to the same fact in your desktop and online trees, you'll be prompted to choose which information to keep (fig. 12-5). For example, if you change the birthplace for an individual in Family Tree Maker and a family member changes the same birthplace in your Ancestry tree, when you try to sync your trees, you'll be prompted to resolve the issue.

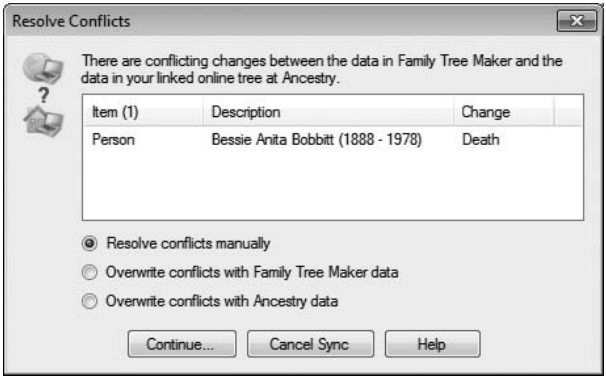


Figure 12-5. A message showing conflicts between linked trees.

1. Do one of these options:
    - To keep the information entered in Family Tree Maker, **click Overwrite conflicts with Family Tree Maker data**.

- To keep the information entered in the Ancestry tree, click **Overwrite conflicts with Ancestry data**.
- To manually select which information to keep, click **Resolve conflicts manually**.

2. Click **Continue**. If you are overwriting data, the sync continues. If you are resolving the conflict manually, choose the facts you want to keep and click **Continue** again.

   Important: Deletions are treated differently than other tree updates because deletions always take precedence over other changes. For example, if you delete an individual in your online tree and update the same individual's birthplace in your desktop tree, when you sync the trees together the individual will be deleted.

Unlinking Trees

If you decide you no longer want your desktop and online trees linked together, you can remove the connection between them.

Warning: If you unlink your desktop and online trees, changes you make in either tree will no longer be synchronized, and you cannot relink the trees.

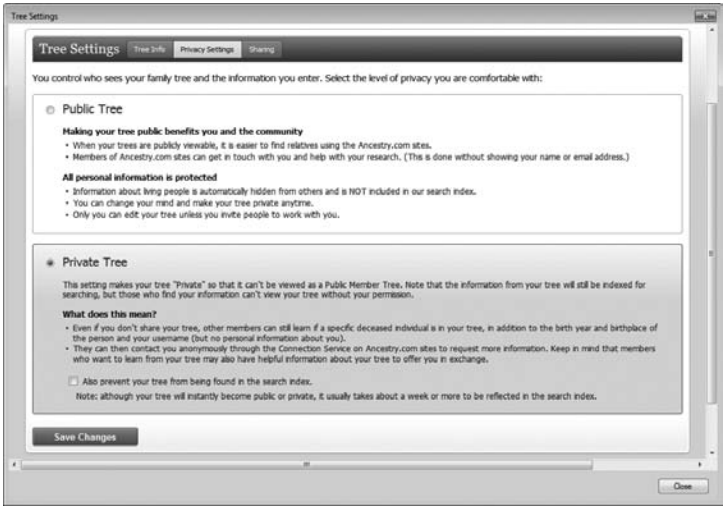
1. Go to the **Current Tree** tab on the Plan workspace.
2. Click the **Sync Now** button and choose "Sync Options" from the drop-down. The Update Options window opens.
3. Click **Unlink trees** and click **OK**.
4. When prompted, enter your Ancestry account password and click **Unlink**.

   Tip: You can also unlink your trees while online. On Ancestry.com click the **Family Trees** tab at the top of the window. Then click the "Manage Tree" link next to the appropriate tree. On the Tree Settings page that opens, click the **Unlink Tree** button.

Changing Your Current Privacy Setting

When you upload a tree to Ancestry.com, you choose whether your online tree will be public (the default) or private. If you want to change the privacy of your tree, you can update this setting at any time. (For more information on the differences between public and private trees, see page 263.)

1. Go to the **Current Tree** tab on the Plan workspace.
2. Click the **Sync Now** button and choose "Manage Online Tree Privacy" from the drop-down. The Tree Settings page opens.


Tree Settings
Tree Settings
Tree Info
Privacy Settings
Sharing
You control who sees your family tree and the information you enter. Select the level of privacy you are comfortable with:
Public Tree
Making your tree public benefits you and the community
• When your trees are publicly viewable, it is easier to find relatives using the Ancestry.com sites.
• Members of Ancestry.com sites can get in touch with you and help with your research. (This is done without showing your name or email address.)
All personal information is protected
• Information about living people is automatically hidden from others and is NOT included in our search index.
• You can change your mind and make your tree private anytime.
• Only you can edit your tree unless you invite people to work with you.
Private Tree
This setting makes your tree "Private" so that it can't be viewed as a Public Member Tree. Note that the information from your tree will still be indexed for searching, but those who find your information can't view your tree without your permission.
What does this mean?
• Even if you don't share your tree, other members can still learn if a specific deceased individual is in your tree, in addition to the birth year and birthplace of the person and your username (but no personal information about you).
• They can then contact you anonymously through the Connection Service on Ancestry.com sites to request more information. Keep in mind that members who want to learn from your tree may also have helpful information about your tree to offer you in exchange.
Also prevent your tree from being found in the search index.
Note: although your tree will instantly become public or private, it usually takes about a week or more to be reflected in the search index.
Save Changes
Close

3. Click **Public Tree** to let other Ancestry.com subscribers view your tree; click **Private Tree** to prevent others from viewing your tree.

   Note: If you choose to keep your tree private, Ancestry subscribers can still see names, birth dates, and birthplaces from your tree

in search results. However, if they want to see the full tree or any attached photos and records, they will have to use the Ancestry Connection Service to contact you. Then you can choose to give them access to your tree or not. If you do not want your tree to appear in search results, click the **Also prevent your tree from being found in the search index** checkbox.

4. Click **Save Changes**.

Inviting Others to View Your Tree

If you've uploaded and linked a tree to Ancestry.com, you can invite friends and family to view your tree or even add new information or photos.

Warning: Anyone assigned the role of "editor" can edit your online tree. This means that when they add, edit, or delete an individual those changes will be made in your desktop tree when the trees are synced together.

1. Go to the **Current Tree** tab on the Plan workspace.
2. Click the **Invite to Online Tree** button. The Tree Settings window opens.

Tree Settings
Shepard Family Tree
Tree Settings
Tree Info
Privacy Settings
Sharing
+ Invite people
Invite others to "Shepard Family Tree"
Know someone who may be able to help you build your tree? Invite family members now to come see your tree. They will be able to view your tree for free.
Invite people
Close

Note: If you've already invited people to your tree, you'll need to click the **Sync Now** button and choose "Manage Online Tree Invitees" to invite more people to your tree.

3. Click the **Invite people** button. Complete the invitation and assign the person one of these roles: editor, contributor, guest.

Invite to "Shepard Family Tree"
After you invite your family and friends to this tree you can manage invites and roles on the Tree Settings page.
Email
Username
Yahoo! Mail
Hotmail
Gmail
Aol Mail
Invite by username
Invite members you've invited to other trees
Username
Role
Guest
Find this person in your tree
+ Add another user
Send Invites or Cancel
Include a personal message (optional)
Invitation preview
Dear [Name],
You have been invited to Shepard Family Tree on Ancestry.com. You can view and print this family tree as well as historical records, photos, and stories associated with people in the tree.
The family tree has 36 people, 0 photos, 0 stories and 85 historical records.

4. If you want, include a personal message to the invitee. Then click **Send Invites**.

Roles in Ancestry Member Trees

When you invite individuals to view your tree, they can participate in different ways, depending on the role you assign them:

- **Editor.** Editors can add, edit, or delete anyone in your tree, add stories and photos, and leave comments. They can also see any living individuals in your tree. Editors have similar rights to you as the tree owner, but they cannot delete or rename the tree, change tree settings, or invite others to the tree.
- **Contributor.** Contributors can add photos or stories to people in your tree, but they cannot add or edit people. You can choose whether they see living individuals in your tree.
- **Guest.** Guests can only view your tree and leave comments. You can choose whether they see living individuals in your tree.

Chapter Thirteen
Tools and Preferences

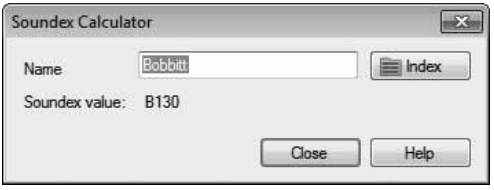
Using Family Tree Maker Tools

While entering information about your family in a tree, you may need some extra help calculating approximate birth dates, understanding how individuals are related to each other, or creating a To-Do List. Family Tree Maker has several calculators and tools to help you with these tasks and more.

Soundex Calculator

Soundex is a term familiar to most family historians. Soundex is a coding system that was used by the government to create indices of U.S. census records (and some passenger lists) based on how a surname sounds rather than how it is spelled. This was done to accommodate potential spelling and transcription errors. For example, "Smith" may be spelled "Smythe," "Smithe," or "Smyth." Using Soundex, these "Smith" examples are all identified by the same Soundex code (S530). Family Tree Maker can determine the Soundex code for any surname. You can use this information to find other surnames that use that same code and then search for ancestors using all surname variations.

Click **Tools>Soundex Calculator**. Enter a surname in the Name field, or click Index to select the name of someone in your tree.



The Soundex number beneath the Name field changes automatically as you enter information in the field.

Relationship Calculator

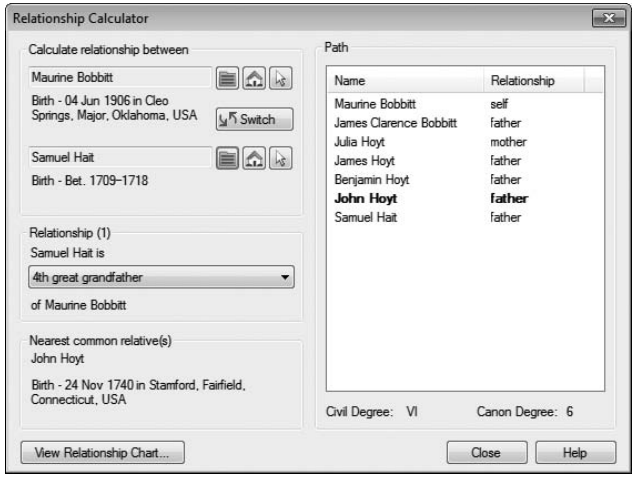
The Relationship Calculator helps you identify the relationship between any two individuals in your tree, shows an individual's nearest common relatives, and gives his or her canon and civil numbers.

> Note: Canon and civil numbers indicate the degree of relationship between individuals. Canon laws (used in the United States) measure the number of steps back to a common ancestor. Civil degree measures the total number of steps from one family member to another.

1. Click **Tools>Relationship Calculator**. In the first field, you will see the name of your home person. In the second field, you will see the name of the individual who is the focus of your tree currently.

2. To change the individuals whose relationship you are calculating, click the **Person from people index** button next to a name (the button with an index card). In the Index of Individuals window, select a new person and click **OK**.

   The individuals' relationship is listed in the "Relationship" section. If they have multiple connections (for example when cousins marry), you can click the drop-down list to see each relationship. You can also see how the individuals are related in the "Path" section.



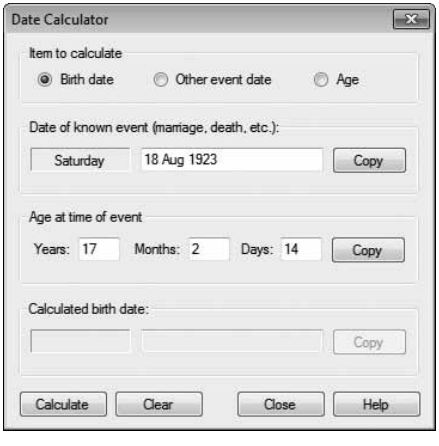
Date Calculator

You can use the Date Calculator to calculate an individual's birth year, his or her age at the time of a specific event, or the date of an event.

Calculating a Birth Date

If you know the date your grandmother was married and you know how old she was when she got married, you can determine approximately the year she was born.

1. Click **Tools**>**Date Calculator**. The Date Calculator opens.



2. Click **Birth date**. Enter a date in the **Date of known event** field (in this example it would be the marriage date). Enter the individual's age in the **Age at time of event** field (in this example it would be her approximate age on the date of her marriage).
3. Click **Calculate**. The calculated birth date appears.

Calculating the Date of a Specific Event

If you know your mother's birth date and her age when she was married, you can determine approximately which year she was married.

1. Click **Tools**>**Date Calculator**. The Date Calculator opens.

2. Click **Other event date**. Enter a date in the **Known birth date** field (in this example it would be your mother's birth date). Enter the individual's age in the **Age at time of event** field (in this example it would be her approximate age at the time of her marriage).
3. Click **Calculate**. The calculated event date appears.

Calculating an Individual's Age on a Specific Date

If you know when your great-aunt was born and you know the year she was married, you can figure out her approximate age when she was married.

1. Click **Tools**>**Date Calculator**. The Date Calculator opens.

2. Click **Age**. Enter a date in the **Known birth date** field (in this example it would be your great-aunt's birth date). Enter a date in the **Date of known event** field (in this example it would be her wedding day).
3. Click **Calculate**. The calculated age of the individual appears.

Convert Names Tool

If you import another person's genealogy file into your tree, you may find that each file has recorded names differently; for example, your surnames may be capitalized while they may have capitalized only the first letter in their surnames. You can use the Convert Names tool to format all the names in your tree consistently.

1. Click **Tools**>**Convert Names**. The Convert Names window opens.

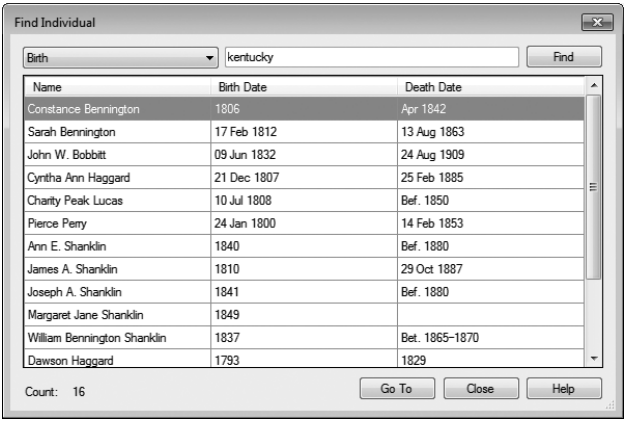
2. To capitalize the first letter in each name, click **First Middle Surname**. To capitalize the first letter of the first and middle names and capitalize the entire surname, click **First Middle SURNAME**.
3. Click **OK**.

Find Individual Tool

You can use any of the facts in your tree (such as occupation, immigration, or burial) to locate either a specific individual or a group of individuals who fit specific criteria. For example, you can do a search for everyone in your tree that lived in Illinois at the time of the 1850 census. Or, you might find out which individuals are all buried in the same cemetery.

> Note: The Find Individual tool searches Place and Description fields; information contained in a fact's Date field cannot be searched.

1. Click **Edit>Find Individual**. The Find Individual window opens.
2. Choose the type of fact you want to search from the drop-down list. Then enter your search term in the next field and click **Find**.



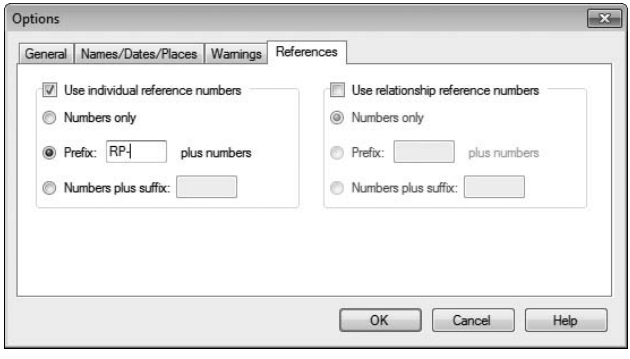
3. If you want to access an individual's information, click his or her name in the search results and click **Go To**.

Automatic Reference Numbers

Some family historians use reference numbers to identify individuals in their trees, particularly if a tree contains individuals with duplicate names. Family Tree Maker can assign reference numbers to individuals (Person ID), relationships (Relationship ID), or both.

> Note: If you have already entered reference numbers manually, Family Tree Maker will not overwrite them.

1. Click **Tools**>**Options**. Then click the **References** tab.



2. Click **Use individual reference numbers** to choose how Family Tree Maker assigns reference numbers to individuals. Click **Use relationship reference numbers** to choose how Family Tree Maker assigns reference numbers to relationships.

   Click **Numbers only** to assign numbers, starting with 1. Click **Prefix** to add a prefix before the number (you can enter numbers, letters, and/or symbols). Click **Numbers plus suffix** to add a suffix after the number (you can enter numbers, letters, and/or symbols).

3. Click **OK**.

Research To-Do List

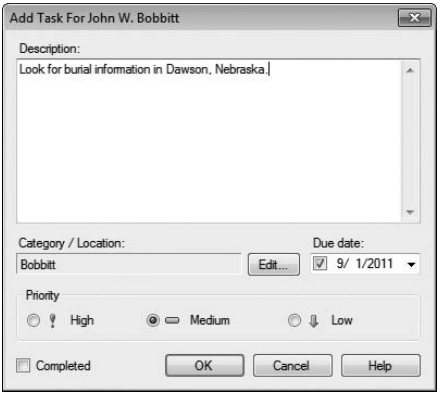
Whether you are a new user or an experienced family historian, the To-Do list can help you keep track of the research you've already done and let you create tasks for the next steps you need to take. You can add research tasks for specific individuals or general tasks for your entire tree; tasks can be as simple as sending an email to a cousin or as complicated as locating an entire branch of your family in the 1930 census.

Creating a To-Do Task

When you create a task, you can choose the priority of the task, the category it fits in, and its due date.

> Note: This section explains how to add tasks for specific individuals. You can also add tasks to the tree's To-Do list on the Current Tree tab on the Plan workspace.

1. Go to the **Person** tab for a specific individual (on the People workspace). Click the **Tasks** tab.
2. Click the **New** button in the Tasks toolbar. The Add Task window opens.



3. Enter the task in the **Description** field. For example, enter "Look for burial information in Dawson, Nebraska."

4. Click **Edit** to choose a category for the task. The Category/Location window opens. Choose a category or create a category and click **OK**. (For more information see the next task, "Creating Task Categories.")

5. Choose a deadline date for the task from the **Due date** drop-down list. Then choose a priority for the task. (Assign a high priority to the tasks you want to accomplish first.) When you're finished click **OK**.

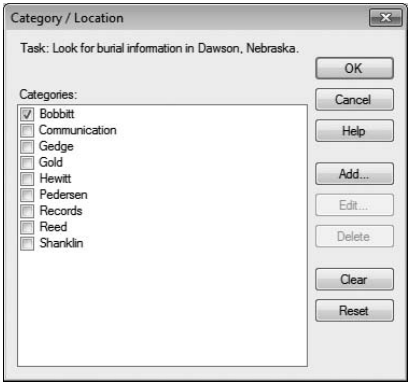
   Tip: You can print the task list for this individual by clicking the Print button on the Tasks toolbar. To print a list of all tasks in your tree, use the Task List report on the Publish workspace.

Creating Task Categories

Each task you create can be assigned to a category. Categories can be helpful when you want to sort your To-Do list or simply for choosing tasks to work on. Because everyone conducts research a little differently, you can create category topics that are useful for you. Examples of categories are records such as census or vital, or surnames, such as the Smiths and the Lees.

1. Go to the **Current Tree** tab on the Plan workspace. In the Tasks section, you can see your current To-Do list.

2. Click **New**. The Add Task window opens. Click **Edit**. The Category/Location window opens, showing all the currently available categories.



3. Click **Add**. The Add Category Name window opens.
4. Enter a name in the **Category name** field and click **OK**. Click **OK** again.

Marking a Task as Complete

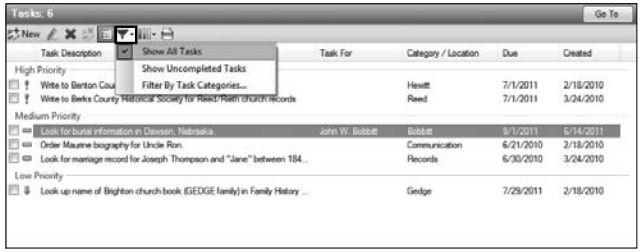
When you finish a task on your To-Do list, you'll want to mark it as complete. Go to the **Current Tree** tab on the Plan workspace. In the Tasks section, click the checkbox next to the task.

> Tip: To delete a To-Do task, click the task name and click the red (X) button in the Tasks toolbar.

Sorting the To-Do List

The Research To-Do list is your road map to the research you have completed and the tasks you still have to do. You can filter the list in various ways. For example, you can sort the list to show which tasks are done or still pending.

1. Go to the **Current Tree** tab on the Plan workspace.
2. In the Tasks section, click the **Filter tasks** button and choose one of these options from the drop-down list:
   - To show every task you've entered, choose **Show All Tasks**.
   - To show tasks that haven't been completed yet, choose **Show Uncompleted Tasks**.
   - To show tasks that belong to a specific category, choose **Filter by Task Categories**.



Note: You can also change the information that displays for each task (such as due date) by showing or hiding columns. Click the **Show/Hide columns** button in the Tasks toolbar. Then, from the drop-down list, select or deselect specific columns.

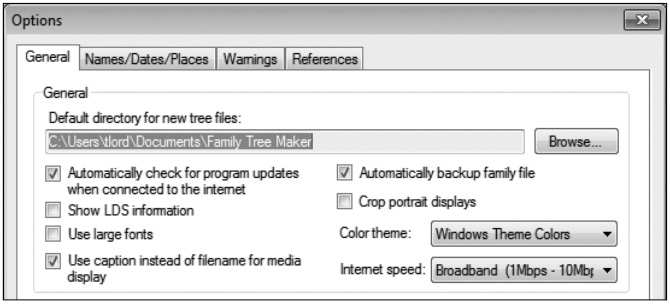
Setting Up Preferences

Family Tree Maker is a powerful program that offers you many features and options. To help you get the most out of the software, you might want to take a minute and define a few key preferences. You can add and modify facts, determine the display of some windows, choose how common tasks are performed, add user information, change date formats, and even decide how Family Tree Maker handles data entry.

General Preferences

You can set some preferences that affect the interface and general workings of Family Tree Maker.

1. Click **Tools**>**Options**. Then click the **General** tab.



2. Change these general preferences as necessary:
   - **Default directory for new tree files.** Shows the default location where tree files are saved on your hard drive. If you want to change the default location, click **Browse** to choose where you want trees to be saved.

- **Automatically check for program updates when connected to the Internet.** Click this checkbox if you want Family Tree Maker to automatically look for software updates when you're online. You will be alerted if an update exists.
- **Show LDS information.** Click this checkbox if you want LDS fields such as sealings and baptisms to be displayed.
- **Use large fonts.** Click this checkbox to make the fonts in Family Tree Maker larger and more readable.

  Note: A larger font may help readability, but some labels may not display correctly and may be shortened.

- **Use caption instead of file name for media display.** Click this checkbox if you want to sort media items by the captions you have assigned them in Family Tree Maker. If you don't select this checkbox, media items will be sorted and displayed by file name.
- **Automatically back up family file.** Click this checkbox if you want Family Tree Maker to automatically create backups of your trees when you exit the program. If your original tree is ever lost or damaged, you can use the backup to restore your information. However, because the backup file takes up space on your hard drive, you may not want to use this option if hard drive space is limited.
- **Crop portrait displays.** If you have assigned a portrait to an individual, a thumbnail version of the photo appears in the pedigree view and editing panel. Click this checkbox if you want to resize thumbnail images so they fill the frame.

  Note: The actual images in your file will not be modified. Also, you cannot choose to resize individual thumbnails. This option resizes every portrait image in your file.

- **Color theme.** Choose the color theme you want Family Tree Maker to use from the drop-down list. You can use default Ancestry colors (light green), the display colors you've chosen for your Windows operating system, or the classic blue Windows color.
- **Internet speed.** Choose the Internet connection you're using from the drop-down list.
- **PDF driver.** If you don't want to use the default PDF driver within Family Tree Maker, you can choose your own driver from this list.

Fastfields

Fastfields is a special feature that allows you to save time by not having to enter the same information over and over again. Perhaps you noticed that as you begin typing a surname that Family Tree Maker automatically filled it in for you. This is because name fields, among others, are Fastfields.

Location Fastfields remember the names of any location you've entered into a tree. This means that when you move the cursor into a location field and start typing the name of a town that you've previously entered into Family Tree Maker, Fastfields automatically tries to fill it in for you. In addition, Family Tree Maker contains a database of more than 3 million place names, and as you type in a location, Family Tree Maker will suggest possible matches. Type the name of the town until Family Tree Maker suggests the right location; then use the keyboard arrows to highlight the location and press Enter to select it. You can also keep typing a name to override the Fastfields suggestion.

Fastfields Preferences

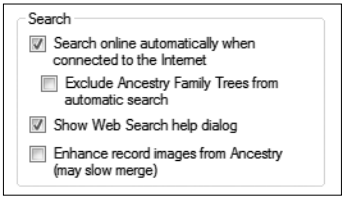
Fastfields speed up data entry by automatically filling in repetitive data as you type. For example, if you type "San Jose, California, USA" into a location field, then go to another location field and begin to type "San," Family Tree Maker will recognize the similarity and suggest "San Jose, California, USA." By default, all Fastfields are selected, but you can turn off any that you'd like to.

1. Click **Tools**>**Options**. Then click the **General** tab.
2. In the "Use fastfields for" section, click the checkboxes for each type of field you want to turn off Fastfields for: names, places, sources, and/or fact descriptions.

Online Searching Preferences

The Family Tree Maker Web Search can automatically search the databases at Ancestry.com for records and family trees that match individuals in your tree. You can determine whether or not you want Family Tree Maker to search every time you connect to the Internet.

1. Click **Tools**>**Options**. Then click the **General** tab.


Search
Search online automatically when connected to the Internet
Exclude Ancestry Family Trees from automatic search
Show Web Search help dialog
Enhance record images from Ancestry (may slow merge)

2. Change these online searching preferences as necessary:
   - **Search online automatically.** Click this checkbox if you want Family Tree Maker to automatically search Ancestry.com for more information on individuals in your tree when your Internet connection is available.

     Family Tree Maker will conduct a behind-the-scenes search on each person and alert you when it has found relevant search results. You will see a green leaf next to an individual's name on the pedigree view when possible matches (hints) have been found. If you deselect this feature, you can still search online for your family members if you have an Internet connection by going to the Web Search workspace and entering your own website and search criteria.
   - **Exclude Ancestry.com Family Trees from automatic search.** Click this checkbox if you don't want Ancestry.com Member Trees to be included in Ancestry hints.
   - **Show Web Search help dialog.** Click this checkbox if you want to display a window that explains how to use the Web Merge when you begin an online search.
   - **Enhance record images from Ancestry.** Click this checkbox if you want Family Tree Maker to process records you download from Ancestry.com and create higher quality images.

Spell Checking Preferences

You can determine how the spell check in Family Tree Maker should work, specifically what words it should ignore. The default setting is to ignore words in uppercase and to ignore HTML tags. Most likely

you will want to leave the default setting for ignoring uppercase words; in family history, some individuals use capital letters for surnames to distinguish them from first and middle names.

> Tip: You can use the dictionary to add words that you want the spell checker to ignore. You might want to add unusual family surnames or place names that appear in your tree often.

1. Click **Tools**>**Options**. Then click the **General** tab.
2. Click the **Spell Check Options** button.

Fact Display Preferences

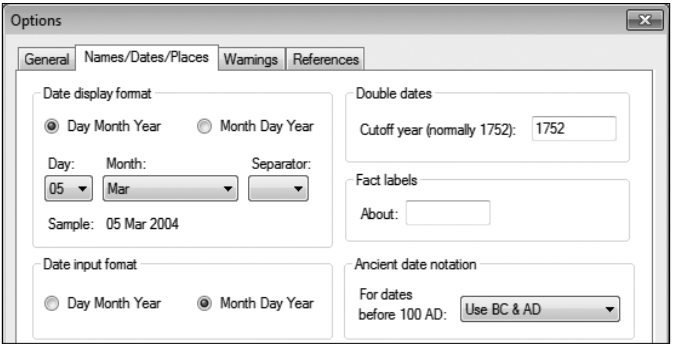
The editing panel on the right side of the Person tab shows an individual's name and dates and information about the currently selected fact. Below this, you'll see a Sources tab. If you want, you can use the Fact display preferences to also display a Media tab and a Notes tab in the editing panel.

1. Click **Tools**>**Options**. Then click the **General** tab.
2. In the "Fast display" section, click the checkbox for each type of tab you want to display on the Person tab's editing panel: Media tab and Notes tab.

Date Preferences

Family Tree Maker allows you to change the way dates are formatted. If you do not like the selections you've made, you can always reset your preferences by clicking the Use Defaults button.

1. Click **Tools**>**Options**. Then click the **Names/Dates/Places** tab.



2. Change these date preferences as necessary:

   - **Date display format.** Choose how you want Family Tree Maker to display dates. Click **Day Month Year** if you want the day to appear before the month (e.g., 07 January 2012). By default, Family Tree Maker displays dates in this accepted genealogical date standard. Click **Month Day Year** if you want the month to appear before the day (January 07, 2012).

     Click the drop-down lists to choose different formats for the day, the month, and the date separator.

   - **Date input format.** Choose how you want Family Tree Maker to interpret dates you enter: day, month, year, or month, day, year. For example, if you enter "6/7/10" Family Tree Maker can read this as June 7th or July 6th.

   - **Double dates.** Change the year in this field to change the default double date cutoff year. If you do not want double dates to print, set the double date cutoff year to zero.

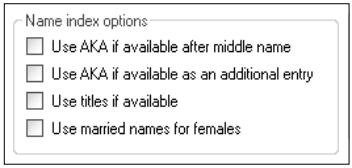
Note: Calendars used in Europe and the United States changed systems in 1752—moving from Julian to Gregorian. In the Julian system, the first day of the year was 25 March. In today's Gregorian system, 1 January is the first day of the year. Dates that fall between January and March of 1752 can be interpreted in two ways, and some genealogists prefer to show both dates. For example, February 22 could fall in the year 1750 according to the Gregorian calendar, so the date would be noted as 22 February 1750/51.

- **Fact labels.** To display a different abbreviation for the term "About" (meaning "Circa"), enter your preferred label.
- **Ancient date notation.** Choose whether you want dates before 100 AD to be displayed with BC/AD or BCE/CE.

Name Preferences

Family Tree Maker lets you determine how names are displayed in the Index on the People workspace. You can include titles, alternate names, and married names for females. If you do not like the selections you've made, you can always reset your preferences by clicking the Use Defaults button.

1. Click **Tools**>**Options**. Then click the **Names/Dates/Places** tab.

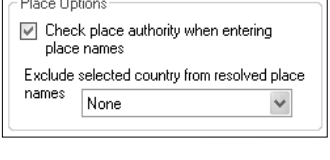

Name index options
Use AKA if available after middle name
Use AKA if available as an additional entry
Use titles if available
Use married names for females

2. Change these name preferences as necessary:
   - **Use AKA if available after middle name.** Click this checkbox to have names in Also Known As facts included with the preferred name (for example, Bobbitt, Mary Eliza "Mollie").
   - **Use AKA if available as an additional entry.** Click this checkbox to have names in Also Known As facts appear as their own entries in the Index (for example, Hannah Willis and Anna Willis).
   - **Use titles if available.** Click this checkbox to have titles in Title facts included with the preferred name (for example, Hait, Captain Samuel).
   - **Use married names for females.** Click this checkbox to have women listed by their married (and maiden) names (for example, Hoyt, Maria Hitchcock).

Place Preferences

Family Tree Maker lets you determine whether place names entered in your tree are compared against the software's location database. If you do not like the selections you've made, you can always reset your preferences by clicking the Use Defaults button.

1. Click **Tools**>**Options**. Then click the **Names/Dates/Places** tab.


Place Options
Check place authority when entering place names
Exclude selected country from resolved place names
None

2. Change these place preferences as necessary:
   - **Check place authority when entering place names.** Click this checkbox if you want Family Tree Maker

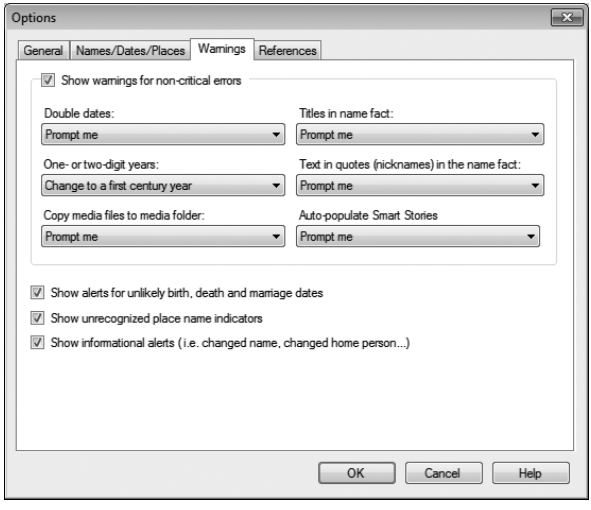
to compare each place you enter against its database of locations. This option helps you keep your locations in standard formats and consistent throughout your tree.

- **Exclude selected country from resolved place names.** When you enter a place name, you usually include a country's name. However, if most events in your tree occur in the same country (for example, if most of your ancestors were born and died in England), you may not want to include a country's name in place fields and charts and reports. To keep a country's name from appearing, choose it from the drop-down list.

Warning and Alert Preferences

Family Tree Maker can automatically check your tree for errors and alert you if it detects a possible error, such as unusual dates.

1. Click **Tools**>**Options**. Then click the **Warnings** tab.



2. Change these warning preferences as necessary:
    - **Show alerts for unlikely birth, death, and marriage dates.** Click this checkbox if you want to be alerted when dates you enter don't seem accurate (for example, a death date that occurs earlier than a birth date).
    - **Show unrecognized place name indicators.** Click this checkbox if you want to be alerted when Family Tree Maker doesn't recognize a location you have entered.

      Note: This checkbox is grayed out if you have deselected the "Check place authority" option on the General tab.
    - **Show informational alerts.** Click this checkbox if you want to be alerted when you update your Family Tree Maker tree—for example, when you change the home person or update an individual's name.

The "Show warnings for non-critical errors" section lets you choose how you want Family Tree Maker to handle minor errors:

- **Double dates.** If Family Tree Maker detects double dates, you can choose to leave the dates as they are, use special formatting to show both dates, or be prompted for instructions.
- **Titles in name fact.** If Family Tree Maker detects titles such as Jr. or Sr. in a Name fact, you can choose to leave the title in the Name fact, move the itle to the Title fact, or be prompted for instructions.
- **One- or two-digit years.** If Family Tree Maker detects years entered with one or two digits, you can choose to accept the date as it is, change the date to the most recent century, or be prompted for instructions.

- **Text in quotes.** If Family Tree Maker detects nicknames (indicated by quotes) in a Name fact, you can choose to leave the nickname in the Name fact, move the nickname to the AKA fact, or be prompted for instructions.
- **Copy media files.** When you add a media file to your tree, you can choose whether or not to automatically copy the file to a Family Tree Maker media folder or be prompted for instructions.
- **Auto-populate Smart Stories.** When you create a Smart Story, you can choose to start with a blank page, a page populated with information about the individual and his or her family, or be prompted for instructions.

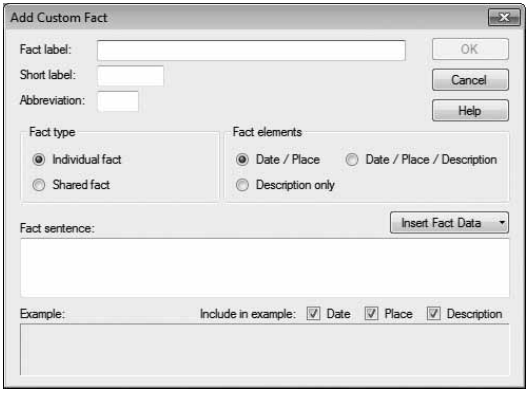
Managing Facts

Facts are the essential building blocks of your tree, where you record the details about your family that are important to you. In order to capture the information you care about, you might want to create your own facts or change which fields appear for the predefined facts that come with Family Tree Maker.

Creating a Custom Fact

Although Family Tree Maker comes with a variety of default facts, you may want to create custom facts that work for your family tree. For example, if you are trying to track your ancestors by censuses, you may want to create a custom fact for each census year. Or, if you have many ancestors who served in the Korean War or other conflicts, you can create a fact for each war.

1. Click **Edit>Manage Facts**. The Manage Facts window opens.
2. Click **New**. The Add Custom Fact window opens.



3. Change the fact as necessary:
   - **Fact label.** Enter the name of the fact as it will appear on the Person tab.
   - **Short label.** Enter a short name for the fact that will appear on the Family tab editing panel; you can enter up to six characters.
   - **Abbreviation.** Enter an abbreviation for the fact that will appear in reports; you can enter up to three characters.
   - **Fact type.** Choose **Individual fact** if the fact applies to only one person, such as birth or death. Choose **Shared fact** if the fact applies to more than one individual, such as marriage.
   - **Fact elements.** Choose the fields that you want to appear for the fact: Date and Place; Date, Place, and Description; or Description only.

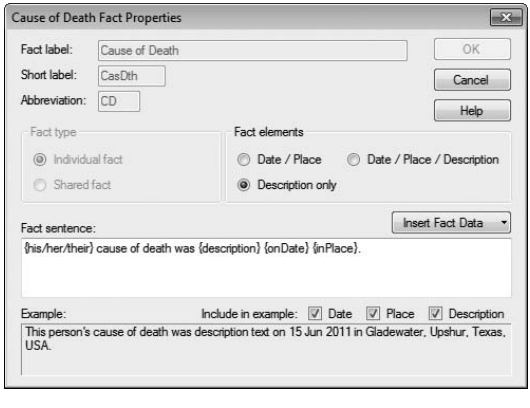
- **Fact sentence.** To change the default sentence, see "Modifying a Fact Sentence."

4. Click **OK**.

Modifying a Predefined Fact

Family Tree Maker comes with many predefined facts. While you can't rename or delete these facts, you can choose which fields are included as part of the fact. For example, you can modify the Cause of Death fact so that only the Description field is included.

1. Click **Edit>Manage Facts**. The Manage Facts window opens.
2. Click the predefined fact that you want to modify. Then click **Properties**. The Fact Properties window opens.

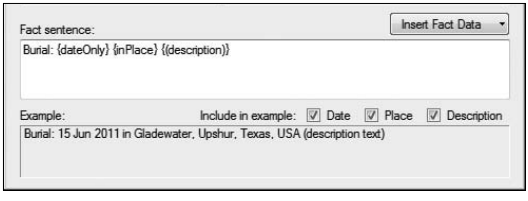


3. In **Fact elements**, choose which fields you want to appear for the fact. Then click **OK**.

Modifying a Fact Sentence

When you create an Ahnentafel, descendant report, or Smart Story, Family Tree Maker generates descriptive sentences for each fact or event. You can change the wording of these sentences and also choose what data is included in the sentence. For example, the default sentence for the Burial fact looks like this: Robert Gedge was buried on 1 Sept 1888 in Attleborough, England. If you record cemetery names in the Description field, you could add this text to the sentence: Robert Gedge was buried in the All Saint's Cemetery in Attleborough, England, on 1 Sept 1888.

1. Click **Edit>Manage Facts**. The Manage Facts window opens.
2. Click **New** or select the fact you want to modify and click **Properties**. The Fact Properties window opens. The Fact sentence field displays the current sentence, which is a combination of text and predefined data variables.



3. To change the text, simply add, delete, or type over it. To change which variables are used in the sentence, delete the variable or choose a new one from the **Insert Fact Data** drop-down.

   Tip: If you don't like the changes you've made and want to use the default sentence, click **Insert Fact Data** and choose **Reset Fact Sentence**.

The Example field lets you see what a fact sentence will look like if certain elements are missing in an individual fact. For example, if you deselect the Description checkbox, you can see what the sentence will be if the Description field for the selected fact is blank.

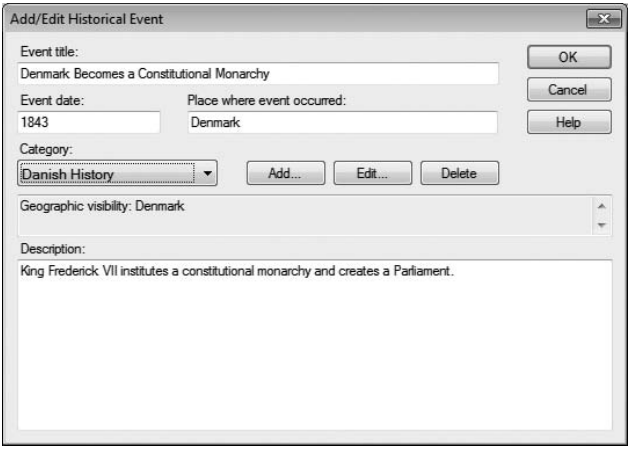
Managing Historical Events

When you view an individual's timeline, or create a Timeline report, you have the option to include historical events. Family Tree Maker comes with a set of default historical events that you can edit, delete, and add to. For example, you might want to add entries that are relevant to your family history, such as international events that caused your ancestors to immigrate or natural disasters that affected your family.

1. Click **Edit>Manage Historical Events**. The Manage Historical Events window opens.

2. If you want to delete an event, click the entry and then click **Delete**.

3. To add an event click the **New** button. The Add/Edit Historical Event window opens.



4. Change the historical event as necessary:
   - **Event title.** Enter a short title for the event.
   - **Event date.** Enter the date of the event.
   - **Place where event occurred.** Enter a location for the event.
   - **Category.** Choose a historical category from the drop-down list.

     Note: You can add your own categories or edit and delete the default categories.

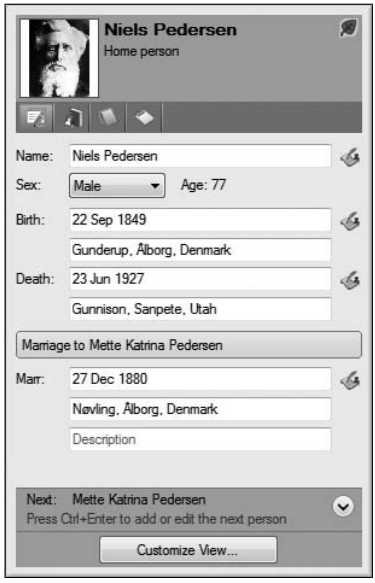
   - **Description.** Enter a summary of the historical event.

5. Click **OK**.

Customizing the Family Tab Editing Panel

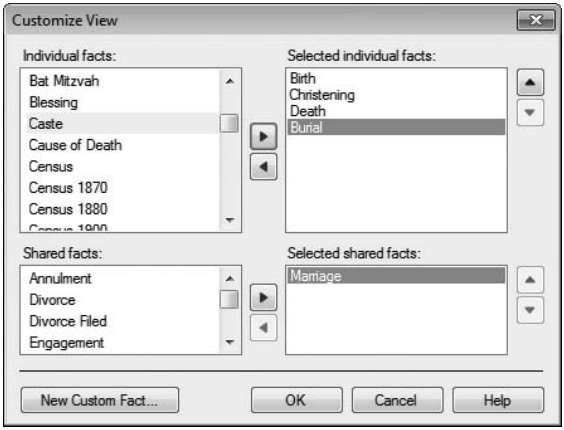
By default, these facts appear on the editing panel of the Family tab in the People workspace: Name, Sex, Birth Date, Birth Place, Death Date, Death Place, Marriage Date, and Marriage Place. If you often include burial information or christening dates for people in your tree, you can display these facts on the editing panel so you can enter the information more easily.

1. Go to the **Family** tab on the People workspace. The editing panel appears with its default facts.



2. Click **Customize View**. The Customize View window opens.
3. In the Individual facts section or the Shared facts section, click on the fact you'd like to add to the panel; then click the right arrow button to add the fact to the Selected facts sections.

4. To change the order in which the facts will display on the panel, click a fact in the Selected facts section and click the up or down arrows on the right side of the window.

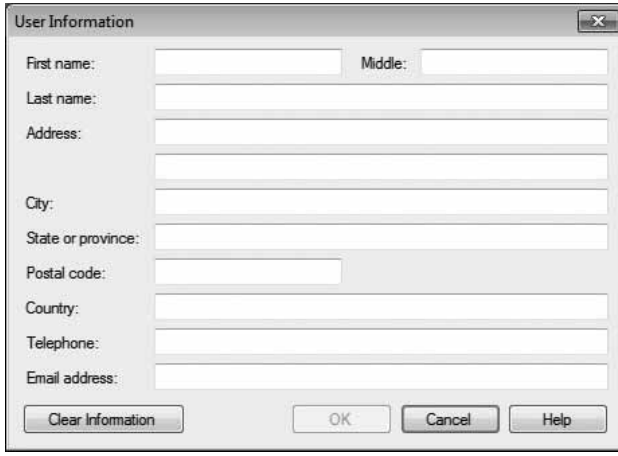


5. Click **OK**. The editing panel now includes the new facts.

Entering User Information

You can enter your personal information so that you will be identified as the person who created a tree. This information is then automatically added to your file if you contribute your tree to an online collection or export it and send it to another family member or researcher.

1. Click **Tools**>**User Information**. The User Information window opens.



Note: If you are viewing another person's tree, the fields may already be completed. You can click the **Clear Information** button to clear the fields.

2. Enter your information and click **OK**.

Chapter Fourteen
Family Tree Problem Solver

No matter how organized you are or how carefully you enter data, eventually errors can creep into your tree. Whether you've linked a child to the wrong family or spelled your ancestor's name incorrectly, Family Tree Maker makes it easy to clean up your tree.

Resolving Relationship Issues

At some point in your research you may discover that a certain individual doesn't belong in your tree and you need to delete him or her. Or maybe you attached a child to the wrong family. Family Tree Maker makes it easy to change relationships between individuals when it's necessary.

Merging Duplicate Individuals

After months and years of gathering names and dates, eventually your family tree may become a bit disorderly. You might discover that the Flossie in your tree is actually the Florence you also have in your tree—not two distinct individuals. If you have two individuals you've entered in your tree who are the same person, you will want to merge them (instead of deleting one) so that you don't lose any information.

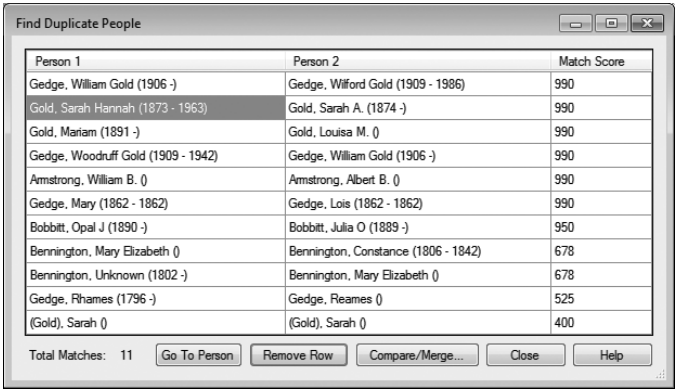
Family Tree Maker has a tool that can quickly assess your family tree and show you individuals who could possibly match each other.

Note: Before you merge individuals in your tree, you should make a backup of your tree. If you need help see "Backing Up a File."

Finding Duplicate Individuals

After adding a lot of new information or merging a family member's tree with yours, it's a good idea to check your tree for duplicate individuals.

1. Click **Edit>Find Duplicate People**. The Find Duplicate People window opens.



   In the Person 1 and Person 2 columns you'll see the individuals who might be duplicates. (You can click a column header to sort a column alphabetically.) In the third column you'll see a match score—the higher the number the more likely the individuals are a match; a 1,000 means the individuals are almost exact matches.

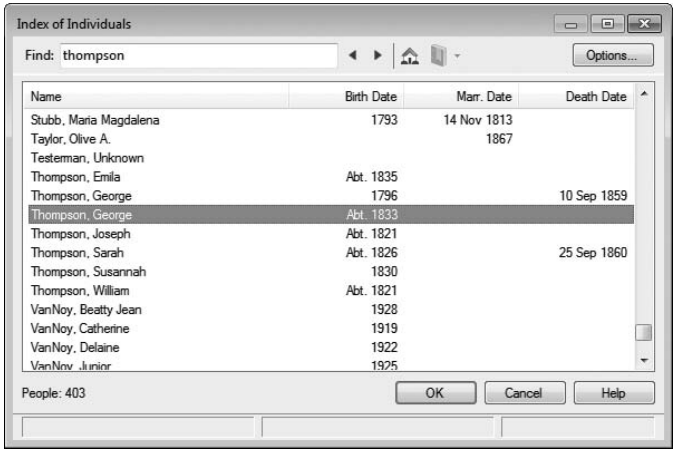
2. If you want to merge a pair of individuals (or just compare the two), click their row in the window and click **Compare/Merge**.

The Individual Merge window opens. For instructions on how to complete the merge, continue with step 5 in the next task, "Merging Individuals."

Merging Individuals

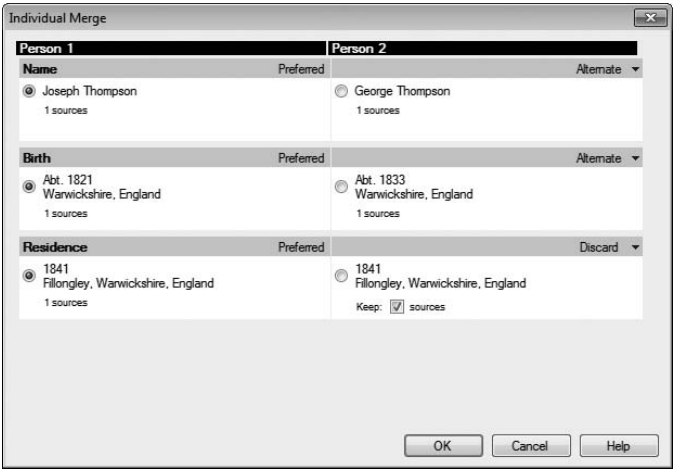
If you discover that two individuals in your tree are actually the same person, you can merge the two together and retain all facts and dates associated with each person.

1. Go to the **Family** tab on the People workspace and click the name of one of the duplicate individuals in the Index.
2. Click **Person**>**Merge Two Specific Individuals**. The Index of Individuals window opens.



3. Click the name of the other duplicate individual. You can use the scroll bar to move up and down the list, or you can type a name (last name first) in the **Find** field.

4. Click **OK**. The Individual Merge window opens.

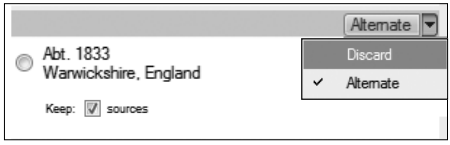


The two columns show the facts attached to each individual. You can decide how the information will be merged together and whether you want to keep or discard alternate facts.

5. Use the buttons next to the facts in the Person 1 and Person 2 columns to determine how each fact will be merged:

- To keep a fact and mark it as "preferred," select the button next to the fact. The corresponding fact for the other individual will be merged as an alternate fact unless you choose to discard it.

- To remove a fact from the merge, click the arrow next to the Alternate indicator and choose "Discard" from the drop-down list. This fact will not be merged into your tree. Though you may choose to discard some facts for a person, it is usually a good idea to keep all facts in case they turn out to be relevant.



If you choose to discard a fact, you still have the option to include its sources and media items in the merge. Click the **Keep sources** checkbox and the source will be merged with the fact you are keeping.

Note: To learn more about preferred facts and alternate facts, see "Adding Alternate Facts."

6. Click **OK** to complete the merge.

Removing an Individual from Your Tree

If you find that you have mistakenly added an individual who isn't related to you, don't worry, Family Tree Maker makes it easy to delete the individual and his or her information from your tree.

1. Go to the **Family** tab on the People workspace.
2. Make sure the individual you want to delete from your tree is the focus of the pedigree view and the family group view.
3. Click **Person**>**Delete Person**. A message asks you to confirm that you want to delete the individual. Click **Yes**.

All notes, tasks, and media links associated with the person will be permanently deleted.

Note: Remember to use the Delete Person menu option whenever you want to remove someone permanently from your file. If you try to delete an individual by simply removing his or her name from the Name fact, you won't actually delete the individual—or any of his or her facts or relationships. And if you delete a name and replace it with another, Family Tree Maker will mistakenly attach all the facts to the new individual, assuming that you have merely changed the name's spelling.

Removing a Marriage

As you continue your research you might find that you've entered a marriage for the wrong couple. You'll need to delete any marriage facts you've entered and also detach the individuals from each other.

1. Go to the **Family** tab on the People workspace and select the appropriate couple.
2. Click the **Person** tab for one of the individuals. Then right-click the **Marriage** fact and choose **Delete Fact**. A message asks you if you want to delete this fact (and associated notes) from both individuals. Click **Yes**.

   Note: If you don't delete the Marriage fact, the individual will still be considered married but to an unknown person.

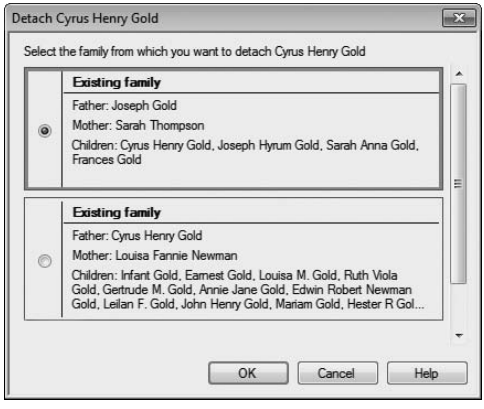
3. To detach the individual from the wrong spouse, click **Person>Attach/Detach Person>Detach Selected Person**.
4. If prompted, choose which family you want to detach the individual from. Click **OK**.

   Any children associated with the marriage will be attached to the remaining spouse.

Detaching a Child from the Wrong Parents

If you have attached a child to the wrong parents, you can easily detach the child from the family without deleting the child from your family tree.

1. Go to the **Family** tab on the People workspace.
2. Make sure the family you want to detach a child from is the focus of the family group view. Then, click the child's name in the family group view.
3. Click **Person**>**Attach/Detach Person**>**Detach Selected Person**. The Detach window opens.


Detach Cyrus Henry Gold
Select the family from which you want to detach Cyrus Henry Gold
Existing family
Father: Joseph Gold
Mother: Sarah Thompson
Children: Cyrus Henry Gold, Joseph Hyrum Gold, Sarah Anna Gold, Frances Gold
Existing family
Father: Cyrus Henry Gold
Mother: Louisa Fannie Newman
Children: Infant Gold, Earnest Gold, Louisa M. Gold, Ruth Viola Gold, Gertrude M. Gold, Annie Jane Gold, Edwin Robert Newman Gold, Leilan F. Gold, John Henry Gold, Mariam Gold, Hester R Gol...
OK
Cancel
Help

4. If prompted, choose which family you want to detach the individual from. Click **OK**.

   The child is no longer connected to this family but remains in your tree. To access the individual at a later time, you'll need to locate him or her in the Index on the Family tab.

Attaching a Child to a Father and Mother

You might discover you have entered an individual and his or her parents into your tree, but you did not know they were related when you entered them. You can still link them together.

1. Go to the **Family** tab on the People workspace.
2. Make sure the individual you want to attach to his or her parents is the focus of the pedigree view and the family group view.
3. Click **Person**>**Attach/Detach Person**>**Attach Mother/Father**. The Select the Mother/Father to Attach window opens.
4. Choose the father or mother from the list and click **OK**. If the father or mother has multiple spouses, you'll need to choose which family the child belongs to.

5. Choose the family to attach the individual to and click **OK**.

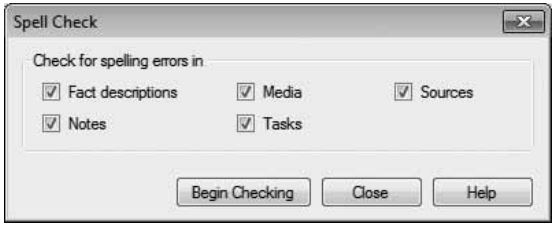
Fixing Data Entry Errors

It's easy to introduce data entry errors into your tree. Perhaps you transcribed a record too quickly or you imported incorrect notes from a family member's tree. Family Tree Maker has several tools that can help look for misspellings, inaccurate dates, and other data errors.

Global Spell Checker

The global spell checker lets you search for spelling errors in specific text fields in your file: the Description fields for all facts, the Caption and Description fields for media items, the Citation Detail and Citation Text fields for sources, and notes and to-do tasks.

1. Click **Tools>Global Spell Check**.

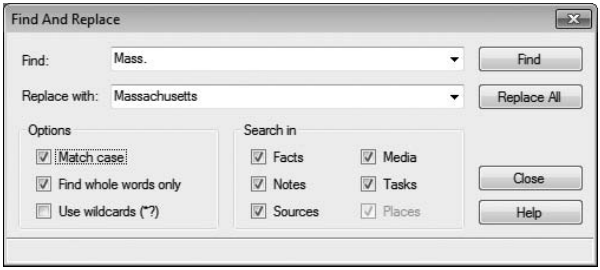


2. Click the checkbox for each part of the file you want Family Tree Maker to search. Then click **Begin Checking**. The Spell Check window opens and begins checking your tree for spelling errors. If Family Tree Maker detects a potential spelling error, it displays the word in the Not in dictionary field.
3. Replace or ignore the word using the spell check buttons. When a dialog box tells you that the spell check is complete, click **OK**.

Find and Replace Tool

You may have mistakenly spelled an individual's name wrong throughout your tree or perhaps you abbreviated a place name that you want to spell out now. You can use Find and Replace to quickly correct these mistakes—one-by-one or all at the same time.

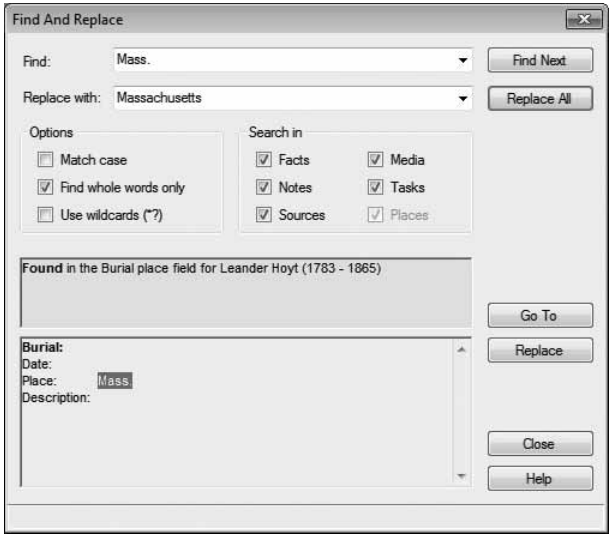
1. Click **Edit>Find and Replace**. The Find and Replace window opens.



2. Enter the term you want to search for in the **Find** field. Then enter the new term you want to use in the **Replace with** field.
3. Choose one or more of these options:
   - If you want to find words that match your search exactly (uppercase and lowercase), select the **Match case** checkbox.
   - If you want to find entire words that match your search, select the **Find whole words only** checkbox. (For example, a search for Will would not show results for William or Willton.)
   - If you want to search using wildcards, click the **Use wildcards** checkbox. Wildcards allow you to search for one or more "missing" characters. An asterisk (*) lets you search for multiple characters; a search for "Mas*" could find Massachusetts, Masonville, or Masterson. A question mark (?)

lets you search for one character; a search for Su?an would find Susan and Suzan.

4. Choose which parts of your file you want Family Tree Maker to search in. If you're not sure where the information is, you might want to leave all the "Search in" checkboxes selected. Otherwise, choose the checkbox you want.
5. Click **Find**. The first result that matches your terms appears.



6. If you want to replace the current match, click **Replace**.

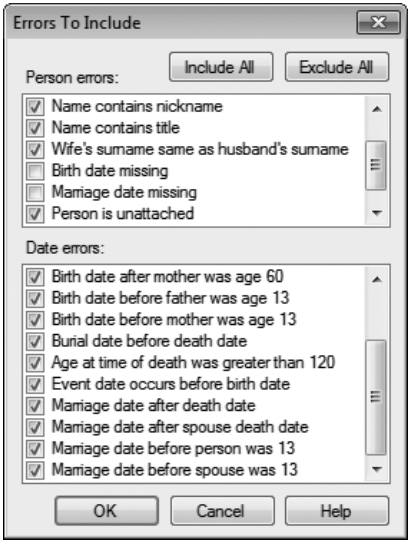
   Note: You can also replace all matching search results by clicking the Replace All button. Before you do so, you should back up your file because you cannot undo these changes.

7. To find the next matching term, click **Find Next**.
8. Continue searching and replacing terms, as necessary.

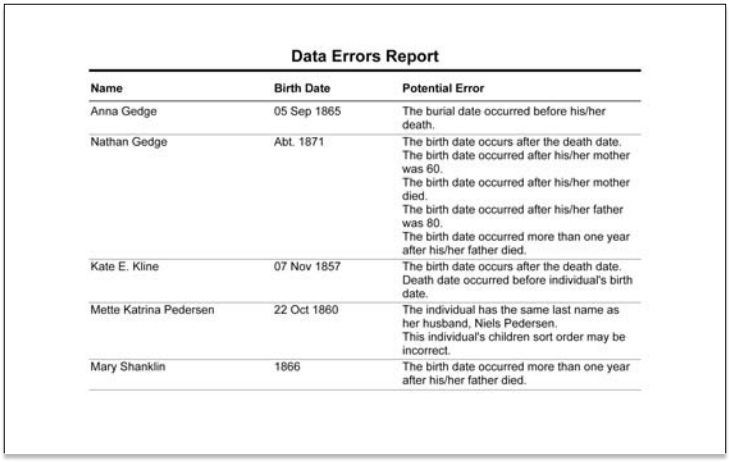
Running the Data Errors Report

Family Tree Maker can search your tree and identify potential errors it finds. For example, it can look for blank fields or date errors, such as an individual being born before his or her parents were born. It's a good idea to run this report periodically to make sure your tree is as error-free as possible.

1. Go to the **Collection** tab on the Publish workspace. In Publication Types, click **Person Reports**.
2. Double-click the **Data Errors Report** or click the report icon and then click the **Detail** tab.
3. To determine which errors the report lists, click the **Errors to include** button on the editing toolbar. The Errors to Include window opens.


Errors To Include
Include All
Exclude All
Person errors:
Name contains nickname
Name contains title
Wife's surname same as husband's surname
Birth date missing
Marriage date missing
Person is unattached
Date errors:
Birth date after mother was age 60
Birth date before father was age 13
Birth date before mother was age 13
Burial date before death date
Age at time of death was greater than 120
Event date occurs before birth date
Marriage date after death date
Marriage date after spouse death date
Marriage date before person was 13
Marriage date before spouse was 13
OK
Cancel
Help

4. Click the checkboxes next to the errors you want Family Tree Maker to search your file for. Then click **OK**. The Data Errors Report opens.



Data Errors Report

Name	Birth Date	Potential Error
Anna Gedge	05 Sep 1865	The burial date occurred before his/her death.
Nathan Gedge	Abt. 1871	The birth date occurs after the death date. The birth date occurred after his/her mother was 60. The birth date occurred after his/her mother died. The birth date occurred after his/her father was 80. The birth date occurred more than one year after his/her father died.
Kate E. Kline	07 Nov 1857	The birth date occurs after the death date. Death date occurred before individual's birth date.
Mette Katrina Pedersen	22 Oct 1860	The individual has the same last name as her husband, Niels Pedersen. This individual's children sort order may be incorrect.
Mary Shanklin	1866	The birth date occurred more than one year after his/her father died.

5. If you want to fix the error immediately, you can edit the information directly from the report by clicking an individual's name.

Resolving Place Name Errors

Family Tree Maker contains a locations database of more than 3 million place names. When you import a GEDCOM or other genealogy file, or you manually enter a location name into your tree, Family Tree Maker automatically checks each place name against its database, looking for misspellings and missing data, such as missing counties. If any errors are found, or if the place does not match any locations in the Family Tree Maker database, a question mark icon appears next to the location's name in the Places workspace.

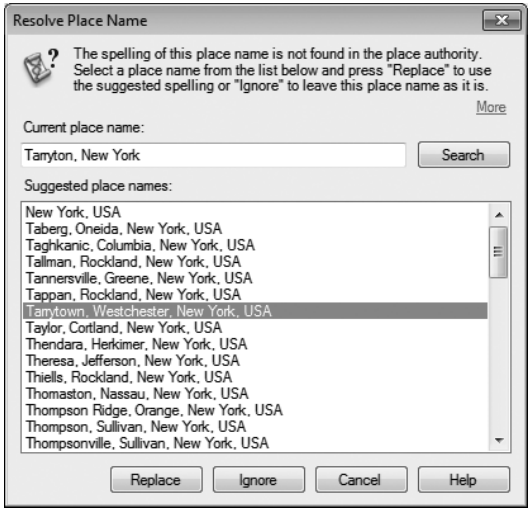
To keep your Family Tree Maker tree accurate *and* to make sure locations are recorded the same way every time they're entered, you'll want to examine each "unidentified" location and make any necessary changes. In some cases, you'll want to leave the name exactly as it is. For example, if the town or city no longer exists, or the county boundaries have changed over the years, you'll want to keep the location's name as you found it in the record. You can identify locations one at a time or as a group.

Resolving a Single Place Name

If you see a question mark icon next to a place name in your tree, you can try to identify the location in the Family Tree Maker database.

1. Click the **Places** button on the main toolbar. Click an unidentified location in the **Places** panel (one with a question mark icon next to it). In the panel on the right side of the window, you'll see the location's name and any people and events associated with it.

2. Click the question mark icon next to the place name in the editing panel. The Resolve Place Name window opens; the "Suggested place names" section lists the locations that most closely match the location in your tree.


Resolve Place Name
The spelling of this place name is not found in the place authority. Select a place name from the list below and press "Replace" to use the suggested spelling or "Ignore" to leave this place name as it is.
More
Current place name:
Tarryton, New York
Search
Suggested place names:
New York, USA
Taberg, Oneida, New York, USA
Taghkanic, Columbia, New York, USA
Tallman, Rockland, New York, USA
Tannersville, Greene, New York, USA
Tappan, Rockland, New York, USA
Tarrytown, Westchester, New York, USA
Taylor, Cortland, New York, USA
Thendara, Herkimer, New York, USA
Theresa, Jefferson, New York, USA
Thiells, Rockland, New York, USA
Thomaston, Nassau, New York, USA
Thompson Ridge, Orange, New York, USA
Thompson, Sullivan, New York, USA
Thompsonville, Sullivan, New York, USA
Replace
Ignore
Cancel
Help

3. If you find a location that matches the location in your tree, click its name in the "Suggested place names" section and then click **Replace**. If you do not find a location that matches the location in your tree, click **Ignore**.

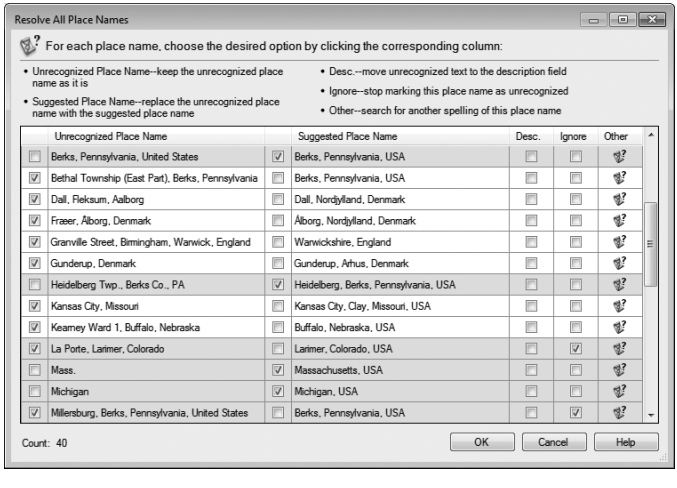
   Whether you choose to accept or ignore the suggested name change, the location has been "identified," and the question mark next to the location's name will disappear.

Resolving Multiple Place Names

If you've imported a new tree or merged another person's tree into your own, you'll likely have many place names that don't match the other locations in your tree. Instead of updating each location one at a time, you can resolve many issues at one time.

1. Click **Tools**>**Resolve All Place Names**.
2. If you want to back up your file before you update your locations, click **Yes**. The Backup window opens. Change any options as necessary and click **OK**.

   The Resolve All Place Names window opens. Each location that Family Tree Maker doesn't recognize is listed—along with a suggested replacement location.


Resolve All Place Names
For each place name, choose the desired option by clicking the corresponding column:
• Unrecognized Place Name--keep the unrecognized place name as it is
• Suggested Place Name--replace the unrecognized place name with the suggested place name
• Desc.--move unrecognized text to the description field
• Ignore--stop marking this place name as unrecognized
• Other--search for another spelling of this place name
Unrecognized Place Name
Suggested Place Name
Desc.
Ignore
Other
Berks, Pennsylvania, United States
Berks, Pennsylvania, USA
Bethal Township (East Part), Berks, Pennsylvania
Berks, Pennsylvania, USA
Dall, Fieksum, Aalborg
Dall, Nordjylland, Denmark
Fræer, Ålborg, Denmark
Ålborg, Nordjylland, Denmark
Granville Street, Birmingham, Warwick, England
Warwickshire, England
Gunderup, Denmark
Gunderup, Århus, Denmark
Heidelberg Twp., Berks Co., PA
Heidelberg, Berks, Pennsylvania, USA
Kansas City, Missouri
Kansas City, Clay, Missouri, USA
Kearney Ward 1, Buffalo, Nebraska
Buffalo, Nebraska, USA
La Porte, Larimer, Colorado
Larimer, Colorado, USA
Mass.
Massachusetts, USA
Michigan
Michigan, USA
Millersburg, Berks, Pennsylvania, United States
Berks, Pennsylvania, USA
Count: 40
OK
Cancel
Help

3. For each listed location, click the checkbox for the option you want to use:
   - **Unrecognized Place Name.** Click this checkbox if you want to keep the place name as it is currently listed.
   - **Suggested Place Name.** Click this checkbox if you want to change the current location's name to the suggested name.
   - **Desc.** Click this checkbox if you want Family Tree Maker to move the unrecognized place name from the Place field to the Description field.
   - **Ignore.** Click this checkbox if you want the unrecognized place name to be considered "recognized." The place name will not be identified as an error in the future.
   - **Other.** If the suggested place name is incorrect, or you want to see other choices that might match the current place name, click **Other**. The Resolve Place Name window opens. Search for the location, or scroll through the suggested names. If you find the name you're looking for, click the name. Then click **Replace** to use the selected name.
4. When you've chosen an option for each location, click **OK**.

Finding Missing Media Items

If you move a media item on your computer after you've added it to your tree, Family Tree Maker won't be able to locate it. You won't be able to view, print, or export the media item until it is located and relinked to your tree. You can search for and relink missing media items individually or all at once.

Finding a Single Missing Media Item

When you select a media item in the Media workspace, the editing panel shows the file's name and the path where it is located on your computer. If a media item is no longer linked to your tree, the editing panel displays a red link saying that the file cannot be found (fig. 14-1). To relink the media item, click the "File not found" link and locate the item.

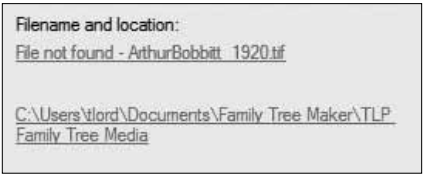

Filename and location:
File not found - ArthurBobbitt_1920.tif
C:\Users\tlord\Documents\Family Tree Maker\TLP Family Tree Media

Figure 14-1. A missing media file.

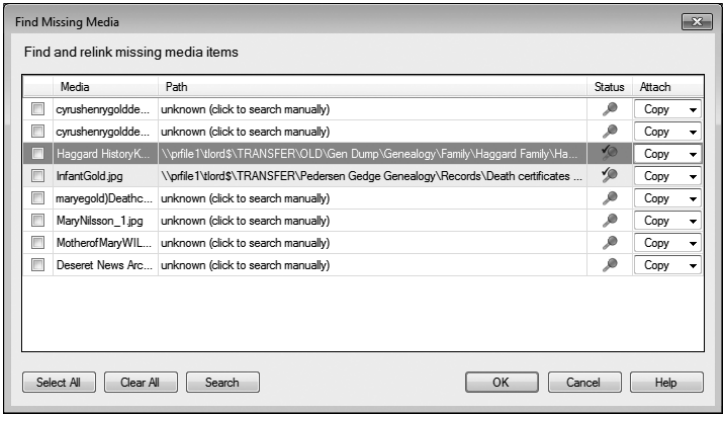
Finding All Missing Media Items

Family Tree Maker has a tool that can search for all missing media items and help you relink them to your tree.

1. Click the **Media** button on the main toolbar. Click **Media>Find Missing Media**. A list of unlinked images appears.
2. Click the checkboxes next to the items you want Family Tree Maker to locate or click **Select All** to find all broken media links.
3. Click **Search**.

   If Family Tree Maker is able to find the file, its current location is displayed in the Path column and a checkmark appears in the Status column. If Family Tree Maker isn't able to find the

file, it will be highlighted. You can click the item to search for it manually.



4. When you're finished, click **OK**.

Troubleshooting Computer Issues

Although we hope you never have problems while using Family Tree Maker, all computers and software have their own incompatibilities. This chapter covers a variety of difficulties you might encounter, such as installation problems. If you do need assistance, you may be able to locate the appropriate topic in this chapter and then fix the problem.

If you don't find an answer to your question, you can get help at <www.familytreemaker.com/support>. Click the "Visit the Knowledge Base" link. Enter your issue in the **Keyword Search** field and click **Search**.

If you are having problems, you should make sure that your computer meets or exceeds the minimum requirements. Also, keep in mind that the more information you enter, the greater the amount of free hard drive space and available RAM you will need. If you plan to include many pictures, audio, or video files in your trees, you will need a substantial amount of hard drive space.

LEGAL DISCLAIMER

IMPORTANT—READ CAREFULLY BEFORE FOLLOWING TROUBLESHOOTING TIPS

FAMILY TREE MAKER HAS MADE EVERY EFFORT TO MAKE THE INFORMATION CONTAINED IN THIS GUIDE ACCURATE, COMPLETE, AND USEFUL. HOWEVER, INACCURACIES, ERRORS, AND OMISSIONS MAY OCCUR. ALL RECOMMENDATIONS, STATEMENTS, AND PROCEDURES ARE GIVEN WITHOUT WARRANTY OF ANY KIND. THE USER ASSUMES ALL RISKS ASSOCIATED WITH USE OF THIS GUIDE.

Ancestry.com Issues

Because Family Tree Maker and Ancestry.com are closely linked together, you may encounter some website-related issues when using Family Tree Maker.

Which Web browser should I use to access Ancestry.com?

Ancestry recommends that you use one of these browsers to access the website:

- **Windows.** Microsoft Internet Explorer 8 or Firefox 3.6
- **Mac OS.** Firefox 3.6

If your Internet Service Provider (ISP) requires you to connect to the Internet using a specific Web browser, open that browser first, then minimize it and use one of the recommended browsers to access Ancestry.com.

When I try to access a record on Ancestry.com, I receive an error message. What does it mean?

Occasionally you may come across one of these error messages:

This page cannot be displayed.

Document contains no data.

503 Service Unavailable.

Error 404: File Not Found.

These types of errors usually indicate a temporary error with your Internet Service Provider (ISP) or the Ancestry.com website. To resolve the issue, first make sure you are using one of the recommended Web browsers, then refresh or reload the Web page. This makes the browser contact the website's server again (on a PC press **CTRL+F5**; on a Mac press **Command+SHIFT+R**).

If you are still receiving the same error message, you should clear your temporary Internet files. For instructions go the Family Tree Maker Knowledge Base; then enter "483" in the search field and click **Search**.

Occasionally when I view an Ancestry hint the results are blank and I get a message saying that I have no unreviewed hints. How do I get rid of these empty hints?

These "phantom" hints usually mean that you've made a change to your tree, but the changes haven't been communicated to Ancestry yet. You will continue to see these hints until the information is reindexed and added to the website.

I am having problems printing and saving information I find on Ancestry.com when I access the website through Family Tree Maker.

The Web Search feature in Family Tree Maker lets you merge records from Ancestry and also navigate the entire website. However, some of the functions available in Ancestry work better when accessed in a regular Web browser rather than through the Family Tree Maker browser. This is because the software's browser has limited functionality. If you are having trouble using an Ancestry feature in the Web Search, simply click the **Browser Options** button (to the left of the Address field) and choose "Open in New Window" to open the site in a regular Web browser.

Damaged or Corrupt Files

I don't have a backup of my tree and my file won't open. Is there anything I can do?

Files can be damaged by viruses, a merging of corrupt data, the improper shut down of Family Tree Maker, and more. If you don't

have a backup of your tree, you can try to fix the damage to your current file. For help, go to the Family Tree Maker Knowledge Base; then enter "5146" in the search field and click **Search**.

Display Problems

Family Tree Maker windows will not display correctly. Buttons and fields overlap each other and are difficult to read. How can I fix this?
Display problems can occur if you have changed the Windows default display font size. You will need to change your Windows font size, or you can drag a window to enlarge it. For more information on this issue, go to the Family Tree Maker Knowledge Base; then enter "2937" in the search field and click **Search**.

Error Messages

You may occasionally receive an error message while installing or using Family Tree Maker. Here's a list of some messages you might encounter:

"Authentication with server failed."
This message can appear for several reasons, including an incorrect date and time setting, security conflicts, and Internet connection issues. For instructions on resolving this issue go to the Family Tree Maker Knowledge Base; then enter "3734" in the search field and click **Search**.

"Cannot find d:setup."
This message appears when you try to install the software and have selected the wrong drive. To fix this problem, simply select the drive where you inserted the installation CD.

"Family Tree Maker has encountered a problem and needs to close" or "Family Tree Maker has stopped working."

Usually this message is caused by an old or corrupt Family Tree Maker configuration file. For instructions on deleting this file go to the Family Tree Maker Knowledge Base; then enter "5029" in the search field and click **Search**. If you are still receiving this message, please contact Technical Support.

"Incorrect file version."

This message appears when you're trying to import a file that is not supported by Family Tree Maker. For example, if you're sharing a Family Tree Maker file with someone who is using a different version than you, you'll need to export the file in a format they can open. For help importing a file go the Family Tree Maker Knowledge Base; then enter "4363" in the search field and click **Search**.

"You are not connected to the Internet or are behind a firewall."

This message appears when your Internet connection is not active or when something is blocking Family Tree Maker from using your Internet connection. To troubleshoot this issue go to the Family Tree Maker Knowledge Base; then enter "2257" in the search field and click **Search**.

"You must be logged on as an administrator."

In Windows 7 and Vista you need to run Family Tree Maker as an administrator. To do this, right-click the Family Tree Maker icon and select "Run as Administrator." If you need more help go the Family Tree Maker Knowledge Base; then enter "3779" in the search field and click **Search**.

File Importing Errors

I get an error message when I try to import a tree.

It is important to determine if the importing problem is specific to one single file or to several files. If you can import some files but not others, the file may be damaged. You may need to revert to a backup of your file. If you cannot import *any* files, create a new test file in Family Tree Maker and export it as a GEDCOM. Now try to import the test file. If it doesn't import, you'll need to uninstall and reinstall the software. For more information, go to the Family Tree Maker Knowledge Base; then enter "4400" or "4848" in the search field and click **Search**.

I am having trouble importing a large tree file. What can I do?

Family Tree Maker lets you import a tree using a low memory option. This process will write the file directly to your hard drive instead of using your computer's memory. It will take more time than the standard import but may allow you to import a file you normally wouldn't be able to. For instructions on using the low memory import, go to the Family Tree Maker Knowledge Base; then enter "5233" in the search field and click **Search**.

Installation Problems

For the majority of users, Family Tree Maker installs without any problems. However, if you are experiencing difficulties you should test the CD on another computer to verify that the disc is good. If the installation CD is damaged, contact customer support for assistance. If the CD works on another computer, one of these topics may help you resolve the problem.

I can't get Family Tree Maker to install on my computer.
Occasionally Family Tree Maker won't install on your computer because of conflicts with other software, corrupt user profiles, and other issues. For help troubleshooting this issue, go to the Family Tree Maker Knowledge Base; then enter "5250" in the search field and click **Search**.

My system locks up during installation. (You may also see the message, "This program has performed an illegal operation and will be shut down.")
Close any programs you're using including shortcut toolbars and any antivirus programs. Then try reinstalling the software.

Nothing happens when I put the CD in the CD drive.
There may be fingerprints, scratches, or dust on your CD. Remove the CD from your CD-ROM drive and gently wipe it with a clean towel. Do not wipe in a circular motion around the CD; instead, wipe from the inside edge to the outside edge.

The Windows Autorun feature may be turned off. You'll need to start the installation program yourself. Make sure the CD is in the CD drive.

- **Windows XP.** Click the Windows **Start** button and select **Run**.
- **Windows 7 and Vista.** Click the Windows **Start** button and select **All Programs>Accessories>Run**.

In the **Open** field, type "d:setup". (The "d" in "d:setup" stands for drive D. If you are installing from a drive other than drive D, type that letter instead. For example, from drive E, type "e:setup".) Then click **OK**.

I get a message saying there isn't enough hard drive space to install the program.

You may be out of space on the drive where Windows is installed, the drive where you're attempting to save, or the drive where your temporary folder is located. To ensure that you have sufficient hard drive space, check the following:

- **Hard drive space available on the drive where Windows is installed.** You need to have at least 500MB of space available on the drive where Windows is installed. In addition, Windows needs at least 150MB of free hard drive space to run properly after Family Tree Maker has been installed. You may encounter problems if you have less.
- **Hard drive space available on the drive where Family Tree Maker is saving your projects.** You generally need to have three times the size of your file available because of the way many Windows programs (including Family Tree Maker) save files. For example, if your file is 400,000 bytes, you actually need 1,200,000 bytes (1.2MB) available to save it.
- **Temporary hard drive space.** Windows maintains a temporary folder, usually C:\Windows\Temp, for temporary storage space. This folder can get very full over the months and should be cleaned out on a regular basis. To do this, first close all programs. Go to the Windows Temp folder and delete everything in it. To access the Temp folder, do one of these options: In Windows XP click the Windows **Start** button and select **Run**. In Windows 7 or Vista click the Windows **Start** button and select **All Programs>Accessories>Run**. Then, in the **Open** field, type "temp" and click **OK**. Windows opens the Temp folder. (Make sure the window's title bar says "Temp" before you delete any files.)

I get a message saying, "Cannot find d:setup."
The "d" in "d:setup" stands for drive D. If you are installing from a drive other than drive D, access the correct drive.

I get a message saying, "You must be logged on as an administrator." (Windows 7 and Vista)
In Windows 7 and Vista, access to common tasks and programs is managed by the User Account Control (UAC). If you are trying to access Family Tree Maker as a standard user (meaning without administrative privileges), you won't be able to open the program. You will need to run Family Tree Maker as an administrator. If you need instructions, go the Family Tree Maker Knowledge Base; then enter "3779" in the search field and click **Search**.

How do I manually uninstall Family Tree Maker 2012?
If you have uninstalled and reinstalled the Family Tree Maker program and it still opens with the error message, "Program has encountered a problem and must close" (or similar message), you may need to manually remove Family Tree Maker. To troubleshoot this issue (and learn how to uninstall the program), go to the Family Tree Maker Knowledge Base; then enter "4848" in the search field and click **Search**.

Internet Connection Problems

I get an error message that says, "You are not connected to the Internet or are behind a firewall."
This error occurs when your Internet connection is not active, or when something is blocking Family Tree Maker from using your Internet connection.

Make sure Internet access is enabled in Family Tree Maker. To do this, go to the **File** menu and select **Go Online**. (If the menu option "Go Offline" appears, Internet access is already enabled.)

Check your Internet connection. If you have a dial-up Internet connection, or you have disabled your broadband connection, establish your Internet connection before you open Family Tree Maker. Make sure you are able to get to other websites. If you are still unable to use Family Tree Maker online features, you can troubleshoot this issue. Go to the Family Tree Maker Knowledge Base; then enter "2257" in the search field and click **Search**.

PDF Problems

I am unable to save a chart as a PDF.

If you encounter problems using the PDF functions when you're saving reports and trees as PDFs, you need to designate yourself as an administrator on your computer. If you need instructions, go to the Family Tree Maker Knowledge Base; then enter "3779" in the search field and click **Search**.

Also, be aware that PDFs are limited to 200 inches by 200 inches. If your chart is larger than this, the contents will be truncated.

Performance Issues

Family Tree Maker is running slowly. What can I do?

If Family Tree Maker is running more slowly than expected, here are a few steps you can take to increase the software's performance.

- Make sure your computer meets or exceeds the minimum system requirements.

- Run the Compact File tool. Family Tree Maker's Compact File tool will re-index your file, remove unnecessary data, and optimize your tree's performance. (For instructions, see "Compressing a Tree File.")
- Check your tree for duplicate individuals or sources. Merge them as necessary.
- Work offline. Consider temporarily disabling Internet access in Family Tree Maker. To do this, go to the **File** menu and choose **Go Offline**. If you don't want to disable Internet access, you might want to turn off Family Tree Maker's automatic Ancestry.com search feature. To do this go to the **Tools** menu and choose **Options**. In the window that appears, deselect **Search online automatically when connected to the internet** and click **OK**.
- Disable Fastfields. Disabling Fastfields in large databases can also speed things up. To do this, go to the **Tools** menu and choose **Options**. In the window that opens, deselect all checkboxes under the "Use fastfields for section" and click **OK**.

Printing Problems

Many printing problems are related to the specific printer you are using. Before you begin, make sure your printer is hooked up correctly, is turned on, and is connected to the computer. Also, make sure you're familiar with any documentation that came with your printer. If you don't find your issue in the topics below, you may want to contact technical support for the printer's manufacturer.

I am unable to print in Family Tree Maker.

Try to print an image or document from another software program. This will verify whether or not the printer is functioning properly. If you can print an image using another program, the issue may be a conflict with Family Tree Maker.

The most common cause of printing issues involves conflicts between the program and printer driver, which acts as a translator between the printer and the application. Verify that the driver for your printer is up-to-date. Contact the printer manufacturer for the latest driver for the printer in use. Most manufacturers offer these updated drivers as free downloads from their websites.

Your computer may be running low on memory or resources. Family Tree Maker requires that you have at least 1GB of physical memory to run. If you don't have enough memory, Family Tree Maker might run slowly at times and might take a long time to perform certain tasks like printing, especially if you have a large tree. Try closing other programs to make more memory available. If the performance is still sluggish, you might want to consider adding more memory to your system.

Why is Family Tree Maker printing slowly?

Printing from Windows, especially when printing graphics, can be slow. If you want to print faster, you can try printing images at a lower quality. Be aware that the output won't look as nice.

The Windows spool settings may be slowing the printing down. To disable these features, see your Microsoft Windows user's guide.

You may also need to consult the documentation that came with your printer.

My photos are not printing clearly.
Try changing the image to a different format before you import the graphic file. Family Tree Maker accepts a variety of common file formats.

The image may have been poor quality to begin with. If possible, get a better quality image.

Family Tree Maker crashes when I print charts and reports.
Verify that the driver for your printer is up-to-date. Contact the printer manufacturer for the latest driver for the printer in use. Most manufacturers offer these updated drivers as free downloads from their websites.

Program Unexpectedly Shuts Down

Family Tree Maker may shut down unexpectedly, and you may get an error message.

I get a message saying, "Family Tree Maker has encountered an error and needs to close" or "Family Tree Maker has stopped working."
Usually this message is caused by an old or corrupt Family Tree Maker configuration file. For instructions on deleting this file go the Family Tree Maker Knowledge Base; then enter "5029" in the search field and click **Search**. If you are still receiving this message, please contact Technical Support.

Family Tree Maker keeps crashing. What can I do?

All applications, no matter how stable, crash from time to time. However, if you are having problems with Family Tree Maker crashing frequently you may want to follow the steps outlined below to help resolve this issue. You should create a backup of your file before continuing with any of these processes.

- Confirm that your Windows software is up-to-date. If you don't know how to do this, please refer to the appropriate Microsoft help articles:

  For Windows XP go to <http://www.microsoft.com/windows/downloads/windowsupdate/learn/windowsxp.mspx>.

  For Vista go to <http://www.microsoft.com/windows/downloads/windowsupdate/learn/windowsvista.mspx>.

  For Windows 7 go to <http://windows.microsoft.com/en-us/windows7/Install-Windows-updates>.

- Periodically, Family Tree Maker releases updates that fix various software bugs and issues. Make sure that the Family Tree Maker software is up-to-date by going to the **Help** menu and choosing **Check for Update**. A message alerts you if you need to update the software.

If Family Tree Maker continues to crash, you can find more information on this issue on the Family Tree Maker Knowledge Base. For Windows XP users, enter "4442" in the search field and click **Search**; for Vista users, enter "5157"; and for Windows 7 users, enter "5158".

Registration Issues

I am having trouble registering the software.

Your computer may not be connected to the Internet. Make sure that you are able to access and log in to Ancestry.com using a normal Web browser (Internet Explorer, etc.). If you are unable to access the website you'll need to fix your Internet connection before trying to register.

Make sure Internet access is enabled in Family Tree Maker. To do this, go to the **File** menu and select **Go Online**. (If the menu option "Go Offline" appears, Internet access is already enabled.)

Your firewall settings or security software may be preventing Family Tree Maker from starting the registration process. You may need to add FTM.exe as an exception to your security software or firewall. For information about changing firewall settings, contact your security software manufacturer directly.

Make sure that your computer's date and time are correctly set to your time zone. If you need help, check your computer's Help or user's manual.

Software Updates

How can I make sure I have the latest software updates?

Periodically, Family Tree Maker releases updates that fix various software bugs and issues. Make sure that the Family Tree Maker

software is up-to-date by going to the **Help** menu and choosing **Check for Update**. A message alerts you if you need to update the software.

In Windows 7 and Vista, you will need to run Family Tree Maker as an administrator in order to check for updates. If you need instructions, go to the Family Tree Maker Knowledge Base; then enter "3779" in the search field and click **Search**.

TreeSync Issues

I get an error message when I try to sync my desktop and online trees.

Occasionally you may get an error message when you try to sync your linked trees. This can occur when your Internet connection is interrupted during the synchronization process. You can try to fix your Internet connection before trying to sync your tree again.

Check your Internet connection. If you have a dial-up Internet connection, or you have disabled your broadband connection, establish your Internet connection before you open Family Tree Maker. Make sure you are able to get to other websites. If you are still unable to use Family Tree Maker online features, you can troubleshoot this issue. Go to the Family Tree Maker Knowledge Base; then enter "2257" in the search field and click **Search**.

Make sure Internet access is enabled in Family Tree Maker. To do this, go to the **File** menu and select **Go Online**. (If the menu option "Go Offline" appears, Internet access is already enabled.)

I synced my trees and I can't see all the media items in my online tree. What happened?

When you synchronize trees data is transferred immediately. Media items are processed separately in the background. Because of this it may take awhile for all your images to appear in your online tree. You can track the progress of your media sync using the Media processing status bar that appears on the Current Tree tab and next to the sync icon on the main toolbar.

Glossary

Ahnentafel German for ancestor table. In addition to being a chart, it also refers to a genealogical numbering system.

ancestor A person you descend from—parent, grandparent, great-grandparent, etc.

Ancestry Hint The green leaf icon that indicates that an individual might have matching records on Ancestry.com.

Ancestry Member Tree A family tree you have created on or uploaded to Ancestry.com.

blended family A family composed of a couple and their children from previous relationships and/or marriages, as well as any children they have together.

blog Short for web log. An interactive website that is updated regularly and allows users to add their own questions and comments.

browser See Web browser.

click The action of pressing and releasing a mouse button. Usually, when a program instructs you to click an item, it is referring to the left side of the mouse. A program may specify "left-click" or "right-click." You can also double-click by pressing and releasing the mouse button twice in rapid succession.

combined family view An option in the family group view that lets you view blended families.

CSV Comma Separated Values. A file format that organizes information into fields and can be imported into spreadsheet programs.

descendant A person who descends from you—your child, grandchild, great-grandchild, etc.

descendant chart A chart that lists an individual and his or her descendants.

editing panel A section of a workspace that lets you easily edit and view information for a specific individual or item you have entered in Family Tree Maker.

export To transfer data from one computer to another or from one computer program to another.

family group sheet A chart or report that displays information about a single family unit—father, mother, and children.

family group view Shows a single family unit—a father, mother, and their children—in Family Tree Maker.

Fastfields Family Tree Maker remembers the names of the locations and people you have typed in so that when you begin to type a place in a new location field or a surname in a name field, Family Tree Maker shows you possible matches based on the letters you have typed up to that point.

GEDCOM GEnealogical Data COMmunication. A standard designed by the Family History Department of The Church of Jesus Christ of Latter-day Saints for transferring data between different genealogy software packages.

genealogy report A narrative-style report that details a family through one or more generations and includes basic facts about each member in addition to biographical information that was entered through Family Tree Maker.

generation The period of time between the birth of one group of individuals and the next—usually twenty-five to thirty-three years.

given name The first name (and middle name) given to a child at birth or at his or her baptism. Also known as a Christian name.

GPS Global Positioning System. A navigation system that uses satellites to calculate a specific location.

Hint See Ancestry Hint.

home or primary person The main individual in your tree.

homepage The main page of a website.

HTML HyperText Markup Language. The standard language for creating and formatting Web pages.

icon A small graphic picture or symbol that represents a program, file, or folder on your computer. Double-clicking an icon with a mouse generally causes the program to run, the folder to open, or the file to be displayed.

import To bring a file into a program that was created using another program.

maternal ancestor An ancestor on the mother's side of the family.

media item Photographs, scanned documents, audio files, or videos that you can add to a tree.

MyCanvas The Ancestry.com web-based publishing tool and printing service that lets you create books, calendars, and posters.

paternal ancestor An ancestor on the father's side of the family.

PDF Portable Document Format. A file format that retains printer formatting so that when it is opened it looks as it would on the printed page. It requires Adobe Acrobat Reader to view.

pedigree chart A chart that shows the direct ancestors of an individual. Also known as an ancestor tree.

pedigree view The pedigree tree on the People workspace that lets you see multiple generations of a family and navigate to other members of your family tree.

preferred A term Family Tree Maker uses in reference to parents, spouses, or duplicate events indicating that you want to see the preferred selection first or have it displayed in charts and reports.

root person The individual who is currently the focus of the workspace or charts or reports.

RTF Rich Text Format. A basic text file format that can be opened in almost all word-processing programs.

siblings Children of the same parents.

Smart Stories A tool that helps you compose text items using facts, sources, notes, and images you've entered in your tree.

Soundex A system that assigns a code to a surname based on how it sounds rather than how it is spelled.

source The record, such as a book, an email message, or an interview, from which specific information was obtained.

source citation The individual details about where information is located within a source.

spouse The person to whom another person is married.

surname The family name or last name of an individual.

timeline A visual representation of events over time.

tree The Family Tree Maker name for the database that contains the information about your lineage; e.g., you could create a tree for the Smith family or Jones family.

TreeSync The ability to link your Family Tree Maker and online Ancestry Member trees together so you can update either tree and synchronize those changes into the other tree.

Web browser The software that lets you access pages on the Web. The browser reads the HTML code and converts it to the pictures, colors, menu options, and overall design that you view on your monitor.

Web clipping The ability to "clip" text or images from a Web page and merge them into a Family Tree Maker file.

Web Dashboard A feature on the Plan workspace that lets you view your Ancestry.com account and trees.

Web Merge The ability in Family Tree Maker to take search results you've found online and merge them into your tree.

Web page or website A location on the Web maintained by a single individual, company, or entity that provides information, graphics, and other items.

Web Search A Family Tree Maker function that automatically searches Ancestry.com for records containing information about your ancestors.

workspace A major grouping of Family Tree Maker features. Each workspace can be accessed from the main toolbar.

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Tana has been writing and editing in the technology industry for fifteen years. She has earned several awards for her writing, including the Distinguished Technical Communication award from the Society for Technical Communication. Tana is author of *Beyond the Basics: A Guide for Advanced Users of Family Tree Maker 2011*, five editions of *The Official Guide to Family Tree Maker*, and co-author of *The Official Guide to RootsWeb.com*.